



H.J.H.

BLACKHAWKS

HARWOOD JUNIOR HIGH SCHOOL

*“DECISIONS AND ACTIONS, AT ALL LEVELS, FOCUS ON AND
SUPPORT EFFECTIVE STUDENT LEARNING”*

2022-2023

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Principal**

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This school organizer belongs to:

Name _____

Address _____

City _____ **Zip Code** _____

Phone _____

Dear Harwood Students and Parents,

The Harwood Junior High Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Students and parents also need to be familiar with the HEB ISD Student Code of Conduct, which details the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and a positive learning environment. It is a separate document that is sent home to parents and is available in the school office. The Student Handbook is designed to be in harmony with HEB Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an on-going process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parent through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's Policy Manual is available in the school office or on-line at <http://www.hebisd.edu>.

In case of conflict between Board policy (or the Student Code of Conduct) and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. The Hurst-Eules-Bedford I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. H-E-B will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

SCHOOL MISSION

The mission of Harwood Junior High is to partner with parents and the community to create a positive, safe environment where all students are empowered to excel.

WHAT TO DO IF...

...**You're tardy** — Report to your class. The only exception is if you are late to first period, at which time you must check in at the attendance office.

...**You're absent** — If a student is absent all or part of a school day, you must bring a note to the attendance office the day you return to school.

...**You become ill at school** — You should obtain a hall pass from your teacher and report to the nurse's office who can best assist you in health matters.

...**You lose a book** — You need to get the book number from the library and then pay for the book in the office. The district is responsible to the state for all lost books; therefore, payment must be collected.

...**You need to see a counselor** — You should make an appointment at the counseling center. You may make the appointment before or after school or during your lunch period.

...**You need to use a telephone** — You must have permission from an administrator to use the phone, except before and after school.

...**You must leave class (school)** — So that both the school and your parents are aware of where you are at all times, you should have a parent contact the school prior to leaving campus. Also, you must secure a pass from the office before you leave. (Parent calls after the fact will not be accepted.)

ABSENCES

- Excused absences are issued for personal sickness, sickness or death in the family, weather or road conditions making travel dangerous, doctor or dental appointments, and special circumstances made prior to the absence that the Principal deems excused under the law.
- Unexcused absences will consist of all absences not covered above.

ATTENDANCE

State law mandates that students missing more than 15 days per year will not receive credit for classes unless extenuating circumstances have caused the absences. The criteria to merit waiving of the 15 day rule are very demanding.

High achievement is damaged by sporadic attendance. We encourage consistent attendance. All work missed during an absence will receive one day make-up time for each day absent. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

- Any student who arrives more than 20 minutes late to school must report to the attendance office before going to class. Oversleeping, car trouble, and other transportation problems are not considered excused tardies or absences.
- Students may not leave campus for any reason during the school day without parent permission and signing out in the attendance office. Failure to do so is subject to disciplinary action
- Missing two or more classes in a day without permission from a parent or school personnel is truancy.
- A student who will need to leave during the school day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. [FDG (local)]

BELL SCHEDULE

Warning Bell	8:15
Period 1	8:20 - 9:15
Period 2	9:20 - 10:15
Period 3	10:20 - 11:15
Period 4	11:20 - 12:45
A lunch	11:15 - 11:45
B lunch	11:45 - 12:15
C lunch	12:15 - 12:45
Period 5	12:50 - 1:40
Period 6	1:45 - 2:35
Period 7	2:40 - 3:35

BICYCLES

All bicycles must be secured in the bike racks. You must have a lock. Students should walk their bikes while on school grounds. **Skateboards, roller blades, and in-line skates are not allowed on campus.**

BOOK BAGS/LARGE TOTES/PURSES

Students may bring their books to and from school in backpacks and are allowed to carry them throughout the school day.

BOOKS

Every student will be required to purchase a Harwood Agenda/Handbook for \$6.00. The purpose of the agenda is to encourage organization and advance planning. Teachers will use the agenda format for class assignments, and it will be the

student's hall pass if he/she needs to leave class. The school handbook is a part of this book.

BUS GUIDELINES

Disruptive behavior on the bus will be reported to the building administrator to which that student is assigned. Disciplinary measures will be taken to correct the problem. Suspension from riding the bus may be a consequence for misbehavior on the bus or at the bus stop. Students are eligible for HEB ISD bus transportation if they live two (2) miles from the campus. Students are required to ride their assigned bus only and are not allowed to have guest riders.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Applications are available in the counseling office. Harwood Junior High is a closed campus and students may not leave for lunch. **All students are encouraged to bring a lunch or purchase a lunch in the cafeteria. If a parent brings a student a meal, we welcome them to eat with their child in the cafeteria. Parents will NOT be allowed to simply drop off food during lunchtime from an outside restaurant, unless they are planning to eat with their child.**

Lunch periods are times when students will, of course, eat lunch and also socialize with their peers. Students may bring a lunch, or purchase one from the school. If a student does not have sufficient funds in his/her account, he/she will be denied lunch for that day. All food and drink must be consumed in the cafeteria. Tables should be left clean. Trash and trays should be transported to appropriate locations. **Students may not carry food or drinks into the courtyard or classrooms. STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCE, USE ANOTHER STUDENT'S LUNCH CARD OR NUMBER.**

CHEATING

Whenever a student is determined to be guilty of cheating, the student shall be subject to grade penalties (determined by classroom teacher) and/or disciplinary action.

CLOSED CAMPUS

Grades 7-9 operate under a closed campus policy. To ensure safety, students must stay on the school

grounds from the 8:20 a.m. tardy bell until dismissal at 3:35 p.m. Leaving the campus grounds without permission from the office will be considered skipping school.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should contact the school nurse or principal so that other students who may have been exposed to the disease can be alerted. (Additional information may be found at policy FFAD in the District's policy manual)

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instruction purposes. Students and parents must sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

CONDUCT

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which will make you a better person. Since a school is only as good as the reputation of its students, each of you should realize that your conduct is a reflection on yourself, your parents, and oftentimes, on the entire student body. We want to stress to you the importance of acceptable behavior, and we remind you **that all students are subject to disciplinary action for any of the following reasons:**

- Eating and drinking in halls or classrooms
- Disrespect to teachers
- Physical or verbal abuse of teachers
- Taking pictures/videos of anyone in an area where privacy is expected (locker room, bathroom)

- Improper attitudes toward school bus drivers
- Chewing gum
- Running in the building
- Skipping school
- Bringing skateboards to school
- Cutting classes
- Habitual tardiness
- Using or possessing tobacco on school property and buses
- Carrying weapons or fireworks of any kind at school or on bus
- Defacing or destroying school property
- Malicious mischief
- Failure to comply with school regulations (including inappropriate jewelry, sunglasses, dress, etc.)
- Wearing of hats, caps, or any headgear
- Any form of gambling
- Cell phones or gaming devices on campus
- Noisy congregating
- Bringing disruptive/inappropriate materials to school
- Inappropriate familiarity (PDA)
- Any student behavior deemed unacceptable by the administration

This list is not all inclusive and other misbehavior may be corrected.

CONFISCATED ITEMS

Non-school materials taken from students are stored in the office. On the first offense, a parent must be present to pick up the item. Cell phones, air pods, ear buds, portable speakers, laser pointers, and gaming devices (all electronic devices) may be retrieved for a fee of \$15.00 on the second offense. On all subsequent offenses a fee of \$15.00 will be charged.

COUNSELING

Academic Counseling

Students and parents are encouraged to visit with a school counselor, teacher or principal to learn about course offerings. Each spring, all students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

The District offers career and technology programs in Business Education, Computer Science, Family and Consumer Sciences, and Industrial and Career Technology. Admission to these programs is based on grade level and may require prerequisite courses.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional issues or substance abuse. The counselor may also make available information about community resources to address these concerns. Students who wish to meet with the counselor should contact the counseling office secretary.

Note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. {Policy FFE}

CREDIT BY EXAMINATION

With Prior Instruction

A student who has received prior instruction in a course or subject – but did not receive credit for it – may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To be eligible to take the exam, the student must have been in attendance at least eighty percent (80%) of the days allocated for the semester course. The student or parent must complete and mail, with appropriate fees, the Texas Tech registration form directly to the University. To receive credit, a student must score at least 70 on the examination. According to HEB Board Policy, students may receive credit in some classes for meeting the requirement specifications on the STAAR test.

The attendance review committee may allow a student with excessive absences to receive credit for course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. {Policy EEJA (Local)}

Without Prior Instruction

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit is 90. {Policy EEJB (Legal)}

Check with the counseling office for information on the spring deadline for registering for an examination for acceleration.

DANCES

School dances are held to provide the students with a supervised social activity. These dances are reserved for Harwood J.H.S. students only. Non-Harwood individuals will not be admitted to the

dance. Student code of conduct will be enforced, and students must have IDs.

DELIVERY OF FLOWERS

The school **discourages** deliveries of flowers, balloons, cookies or floral arrangements to students. If an item is delivered for a student, the student will be called down at the end of the school day to receive their item to take home. Students will not be permitted to wear corsages/mums to classes during regular school hours.

DETENTION

Detention is a period of time designated by the teacher when students are kept in a study hall situation in the teacher's room. Students who are required to come early or stay late for detention are responsible for their own transportation after having been allowed at least one day's notice to the parents. Teachers assigning students to the detention are responsible for such assignment being served.

A lunch detention, Thursday or Friday detention hall will be held by the administration to handle discipline cases. The principal and assistant principals will make the assignments to this detention hall. These detention halls will meet from 3:40 p.m. until 4:40 p.m. on Thursday, 3:40 p.m. to 5:40 p.m. on Friday or during a student's designated lunch period.

DISTRIBUTION OF MATERIALS

School Materials

School publications available for purchase to students include a yearbook. All school publications are under the supervision of a teacher, sponsor and the principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed without the prior approval of the principal. Disapprovals may be appealed by submitting the disapproved material to the Superintendent or his designee. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

{Policy FMA (Local) and policy GKA (Local)}

DRESS AND GROOMING

It is the responsibility of the student and parent/guardian that the student adheres to the Dress Code as follows:

- Students' hair shall be clean, neat, and well groomed. Hairstyles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
- Shirts or blouses shall be worn.
- Clothing that exposes large areas of skin including cleavage (see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc.) will not be permitted.
- Any garment, regardless of what it is called, must be worn no shorter than mid-thigh length. (Fingertip test). This includes, but is not limited to, skirts, jeans, slacks, pants, sweat pants, "skorts", walking shorts, shorts, and slits on skirts/shorts etc.
- Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut, or slashed pants are considered inappropriate.
- Form-fitting clothes (regardless of what it is called) such as shorts, tights, leggings, jeggings, spandex, are not to be worn unless covered by a long shirt, tunic, shorts or skirt that covers their entire lower torso area, except during athletic periods or activities as approved by coaches.
- Students shall wear shoes.
- No pajamas (tops or bottoms) and no slippers/house shoes may be worn.
- No "chains" (including wallet chains) are allowed. Excessive jewelry will not be allowed if distracting or disruptive to others. Spiked jewelry will not be permitted.
- Tattoos must be covered at all times.
- Students are not to wear t-shirts, jewelry, body adornments or items of clothing with pictures, logos, phrases, letters/words printed on them that are obscene or disruptive in nature in the judgment of the principal/designee. This shall include, but shall not be limited to:
 - Nude/semi-nude figures.
 - Pictures or logos of alcoholic beverages or tobacco, guns, weapons, obscene gestures, or words or pictures that depict prohibited substances.
 - Figures in sexually suggestive postures.
- Students are not to wear hats of any kind at school during the school day unless approved by the administration for special occasions/circumstances. At no time during the school day are hats to be visibly carried or worn at the school. "Hats" shall be interpreted

broadly as "hats" and shall include caps, headbands, visors, bandannas, scarves, kerchiefs, hoods or similar hat-like apparel.

- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, drill team, and cheerleading shall be governed by the immediate person in charge of these activities under the direction of the principal.

The dress code will be enforced at all school activities as well as regular school days. The school administrators will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being, and general welfare of students. The Board authorizes school administrators to employ appropriate disciplinary procedures to enforce this policy. Disruptive articles of clothing may be retained by the administrator and returned to parents. {Policy FNCA (Local)}

EXAM EXEMPTION POLICY

At the end of the third grading period, a student with a semester average of 90 in an enrolled course will earn a no-risk exemption for that course. The average will be calculated using the three grading period averages.

Example: 1st Six Weeks average is 90, 2nd Six Weeks average is 85, and 3rd Six Weeks average is 95. Add together all three grading periods and divide by three. If the average is a 90 or higher, the student will earn a no-risk exemption for that course.

Advanced Placement courses (AP Human Geography) will have a no-risk exemption if the semester average is 80 or higher.

Teachers will be responsible for notifying students of their exemption status no later than the last Monday of the final week of the semester.

All students earning an exemption based on grade performance will receive a no-risk exemption and will take their semester exam. Meaning, if the exam grade increases the student's semester average, then the exam grade will be used. If the exam grade does not increase the student's semester average, it will not be used.

General Guidelines

- ❑ An absence is defined as being in class less than 38 minutes at the high school level and less than 26 minutes at the junior high level.
- ❑ Any absence of one period or more will constitute an absence for the day and will count against the exemption policy.
- ❑ Tardies will count toward exemptions. Four tardies will count as one absence.
- ❑ Exemption passes must be used in the qualifying trimester/semester only and may not be held from one trimester/semester to the next. Must be presented at time of test.
- ❑ Any student will still take a final examination in a course for which he/she has earned an exemption. When doing so, the exemption will be expended and the score obtained on the final examination will be used in computation of the final course grade *only* if doing so would improve the student's final course average.
- ❑ A final exam exemption list will be posted two days before the first exam is given. Students are responsible for checking the lists and if they feel there is an error, they may submit a written request to their attendance secretary.
- ❑ Junior High students must be enrolled a minimum of 15 weeks of the semester to be eligible for an exam exemption.
- ❑ Participation in a school-sponsored activity and observance of a religious holy day are the only absences that do not count against a student's exemption. No other exceptions will be made to this Exemption Policy.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While the University Interscholastic League (UIL)—a statewide association of participating districts - governs many of the activities, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student, who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by

either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse, however.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed up to 10 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence. Restrictions on participation related to discipline may be found in the Student Code of Conduct. [FO (local) and FM (local)]

Junior High is a wonderful time for students! In order for students to have the best experience while at Harwood, we strongly encourage all students to join at least one club, organization or team. It is important for students to be involved in a positive activity outside the regular school day.

Below is a list of the offerings at Harwood:

Boys Athletics: Football, Basketball, Track, Cross Country

Girls Athletics: Volleyball, Basketball, Soccer, Track, Cross Country

Band

Choir

Cheerleading / Mascot

FCA (Fellowship of Christian Athletes)

Gymnastics

Liga Soccer

MakerSpace

NJHS (National Junior Honor Society)

Student Council

Tennis

Theatre

FEES

Materials that are part of the basic educational program are provided with state and local funds and

are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District
- Personal apparel used in extracurricular activities that becomes the property of the student
- Replacement student planner - \$6
- Fees for lost, damaged, or overdue library books
- Summer school courses

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policy FP]

FIELD TRIPS

Students who have discipline infractions may not be allowed to attend such trips.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least five days before the event. (Policy FJ and GE)

GRADING GUIDELINES

Semester grades

The semester average will be calculated as follows: The average grade for each six-week grading period in a semester shall be counted twice, and the semester exam grade shall be counted once for a total of seven grades. The seven grades are to be added and divided by seven for the final average. All averages with a decimal equal to .5 or greater shall be rounded up to the next whole number.

For 7th and 8th grade students, both semesters in a course are averaged together to determine a yearly average. {Policy EIA (Local)}

For 9th grade students, each passing semester grade earns ½ credit in a course. The total number of credits necessary for promotion to the 10th grade is five (5), with three of those being in core subjects.

HALL PASSES

Any student who is in the hall while class is in session must have their teacher sign their Harwood planner as a hall pass before leaving the classroom. It is the student's responsibility to ask their teacher for permission to leave the classroom. Students in the halls during class without a signed planner are subject to disciplinary action.

HOMEWORK

Homework is assigned at the discretion of the teacher. Students are expected to complete homework assignments on time. Homework may not always be written, and may include:

- Reading a particular section from a textbook or handout.
- Studying for a test.
- **Reviewing material from the day's lecture, etc.**

Late Work Policy

It is the philosophy of Harwood Junior High school that allowing a student to not complete all assignments (and thus receiving a zero on the assignment) is unacceptable. In an effort to ensure that zeroes are kept to a minimum, the following policies will apply to all grades and subjects.

1. If a class assignment or homework assignment is not turned in at the designated time (and therefore late), the student may turn the assignment in to the teacher by 8:20 a.m. on the 2nd day past the due date. *(For example, if a homework assignment is assigned on a Monday and due on Tuesday during the class time, it will be accepted until 8:20 a.m. on Wednesday.)*

However, work turned in during this timeframe will receive a 30% deduction below the grade earned on the assignment. *(For example, a late homework assignment turned in on a Tuesday in the above scenario that was 100% correct would earn a 70% in the teacher gradebook. A late homework assignment turned in on a Tuesday that was 90% correct would earn a 63% in the gradebook since 30% of 90 is 27.)*

2. Class assignments or homework assignments not turned in during the above timeframes may still be completed. The teacher will submit the missing assignments/homework to the front office. Upon receipt of this work, the administration will require that the student complete the missing

assignment/homework on the stage during lunch after the student purchases their lunch.

Completed work will be returned to the teacher and will receive a maximum grade of 50. If the student does not attend lunch detention or the work is not completed by the third day of lunch detention, disciplinary consequences will follow.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), mumps, tetanus, influenza type B, polio-myelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. For further information, see policy FFAB.

LAW ENFORCEMENT

When law enforcement officers wish to question or interview a student at school:

- The principal or his designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or the designee ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or the designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal or the designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- By an authorized representative of Child Protective Services, Texas Department of Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer, the principal or the designee will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The principal or the designee will immediately notify the parent unless the officer raises what the principal considers to be a valid objection. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to juvenile court for any felony offense or for certain misdemeanors.
- All instruction and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. {policy GRA }

LIBRARY INFORMATION

- Library hours are 7:55 A.M. until 3:55 P.M. on regular school days.
- During regular school hours, individual students must have a pass in order to be admitted to the library, unless they are part of a class in the library.
- Students may have three books checked out at any one time.
- Books will be checked out for a period of two weeks unless holidays interfere.
- The fine for overdue books is 10 cents per school day.
- Students who owe overdue books or fines will not be allowed to check out materials until they clear.

LOCKERS

Lockers will only be issued to students on an individual basis, primarily when dealing with a medical condition or disability. Students may carry a backpack with all necessary tools for learning.

MAKE-UP WORK

The responsibility for making up work lies entirely with the student. Upon return to school after an absence, the student should make an appointment with the teachers to obtain any missed work. Students have one day for every day absent to make up work, not to exceed five calendar days with the following exceptions:

- The absence extends more than five consecutive school days.
- If tests or work are assigned while the student is present, he/she will be expected to assume responsibility for that work on the student's return to school.
- Students absent for school-related activities are expected to make up or turn in all work on the day they return to school.

MEDICAL CLINIC

Harwood Junior High provides a clinic for students who have an emergency situation during the school day. Students taking medication must leave all medicines with the nurse between 7:55 A.M. and 8:20 A.M. each morning. In the event of an emergency, the nurse will immediately contact the parents. Paramedics will also be available to assist if their services are needed.

MEDICATION AT SCHOOL

A student who must take any medication (prescription or over-the-counter) during the school day must bring a written request from his parent and the medication in its original, properly labeled container, to the nurse. Prescription medication given more than 10 consecutive school days and all over-the-counter medication must have a physician's written request also. The nurse or other authorized school personnel will give the medication as directed. If a student needs to carry their asthma inhaler at school, a medication form that has been signed by the student's doctor and parent must be on file in the nurse's office.

PASSING PERIODS

Passing periods between classes are five minutes in length. During this time students are expected to walk, get water, go to the restroom and make sure to have necessary supplies for the next class. Review your schedule carefully and plan the best route to get from one class to the next. Students are expected to be in the classrooms on time.

P.E. UNIFORMS AND LOCKS

Students who are taking Physical Education are required to bring their own athletic wear for class. Each P.E. student will be issued a locker and a lock for the year. Loss of the issued lock will result in a \$10.00 fine.

PICK-UP AND DELIVERY OF STUDENTS

The building opens for students at 7:55 A.M. each morning. All students should be off campus by 4:00 P.M. unless they are involved in extracurricular activities. **Direct supervision of students not involved in after-school activities ends at 4:00 P.M., and leaving students on school grounds after this time is not advisable.**

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

REPORT CARDS, ONLINE GRADES, AND PROGRESS REPORTS

A progress report will be available through the Home Access Center (HAC) at the three-week mark of each six weeks. Report cards are issued at the end of each six weeks and will be available online, as well. In addition, parents with online access may view their child's grades at their convenience.

RESTRICTED AREAS

During Lunch

Students at lunch are to remain in the cafeteria or north courtyard only. Students may use the restrooms in F-Pod at lunch with the procurement of a restroom pass from an administrator on stage.

After School

The building is to be cleared of students by 4:00 P.M. except for sponsored after-school activities or tutorials. Students waiting for volleyball or basketball games must wait at the front auto pick up until 4:30 P.M. Students waiting for rides should wait at the front entrance. Students should not be congregating at any other location or out by the street.

RESTROOMS

Students may use the restrooms during the passing periods. Restrooms located in F-Pod may be used during lunch with a hall pass from an administrator. If there is an emergency, a student may ask a teacher for a hall pass to go to the restroom closest to that classroom during class time. Hall passes are located in the student planners. Students are not allowed to use faculty restrooms.

SAFETY

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims. [FFD (LOCAL)]

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information. [FFAC (LOCAL)]

Drill: Fire, Tornado, and Other Emergencies

From time to time, students, parents, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, and in an orderly manner.

Fire Drill Signals

Repetitive ringing sound and strobe lights signal the fire drill.

Tornado Drill Signals

Announcement from the intercom by the principal will signal a tornado drill.

Lock Down Drill

Principal will make an announcement. All doors to each classroom and school entrance will be locked. No one will be permitted to enter or leave the building until the drill is complete.

Emergency School Closing Information

Should the weather become too severe that it becomes necessary to close the school, district administrators will make the decision and notify the following media:

Radio Stations

820 WBAP AM
KLIF 570 AM
KRLD 1080 AM

TV Stations

KXAS Channel 5
KDFW Channel 4
WFAA Channel 8
KTVT Channel 11

District Website will also post closings.

SALES

All sales must be approved by the principal.

FRIDAY NIGHT SCHOOL

Friday Night School will be utilized as a tool to help students change negative behaviors. The class will meet on Friday from 3:40 P.M. to 5:40 P.M. at Harwood Junior High. Students must bring educational materials and be involved in school-related academic activities for the time in Friday Night School.

SCHOOL DAY

The school building will be opened to the students at 7:55 A.M. The school day is from 8:20 A.M to 3:35 P.M. If students come into the building before class time, they may go to the cafeteria where they may study, sit quietly, visit with friends, or have breakfast. Also, the library, teacher tutorials, and computer labs open at 7:55 A.M. for student use. At the end of the day students must leave the building immediately unless they are involved in a supervised extracurricular activity, D-hall, or tutorial.

SCHOOL I.D.

Each student will be provided with a Harwood Junior High student identification card.

SCHOOL SPIRIT

Our mascot, the Blackhawk, exemplifies pride and spirit and fully represents our feeling for our school. Our hearts beat a little faster when we hear the band play our school song. We experience a feeling of pride as we hear and read of the accomplishments of our students, faculty, and staff. At pep rallies and athletic contests our fight song unites us behind our team. Combine all of these together and you have "**BLACKHAWK SPIRIT.**"

SCHOOL SONG

*May we always look to
Thee with Honor
As we strive to meet
our every goal.
We pledge our
everlasting spirit
To the loving memory
we hold dear.
Onward we travel, Hope
Instilled in our hearts
That Faith, Love, Joy, Pride
Will stay with us
As years go by at Harwood Junior High.*

SCHOOL TELEPHONE NUMBERS

Administration(817) 399-3570
Attendance(817) 399-3583
Nurse(817) 399-3586

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and are permitted by law. Student’s desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination or key is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if prohibited items are found in the student’s desk or locker.

Drug Detection Dogs

The District shall use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances defined in policy FNCF (Legal), and alcohol. The dogs’ visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to an item, school officials may search it. {Policy FNF (Local)}

SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Hector Martinez, who serves as the District Title IX coordinator for students. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive, and to stop these behaviors when asked to or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference. The conference will be scheduled and held as soon as possible, but no later than seven calendar days of receipt of the complaint. The principal, designee, or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal or designee or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or

designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's policy manual.

STUDENT PROMOTION/RETENTION

For promotion to the next grade, a student must have a final average of 70 or better in 4 out of the 4 required (English, math, science, history) subjects. 9th graders must earn five credits before advancing to the high school.

STUDENTS OF THE MONTH

Each month the school honors a 7th, 8th, and 9th grade boy and girl, as selected by the staff, for academics and citizenship.

TARDY POLICY

Students may be tardy 2 times per class during each six weeks. On the 3rd tardy and each thereafter, the student will receive a disciplinary consequence. Students may be marked tardy if they are not ready to learn with all required materials when the bell rings. Parents will be contacted phone and/or by a written notice and the student will receive a disciplinary consequence. The attendance secretary will run daily reports, which will indicate any student with more than two tardies total (not per class period, but all periods combined). In addition, 4 tardies (total, not per period) will equal 1 absence for the purposes of exemptions only.

TEST/RETEST CAMPUS POLICY

A student who fails a test (excluding CBA/DBA and all state standardized tests) will have an opportunity to retest in order to raise their grade to a maximum grade of 70. The format of the retest may be different (at teacher discretion) but will test the same objectives and concepts as the original

test. The retest should be taken before or after school and within one week of the original test administration. Students may retake a failed test one time. If a student chooses to retake the test and scores a lower grade than on the original test, the higher of the two scores will be recorded.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or his designee may make an exception if the parent personally requests that the student be permitted to ride with the parent, or prior to the trip the parent presents a written request that the student be allowed to ride with an adult designated by the parent.

Busses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from Harwood Junior High. This service is provided at no cost to students. Bus routes and any subsequent changes are available at the school. Further information may be obtained by calling the Transportation Department at 817-283-4461, Ext. 2452.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to the following behavioral standards – students must:

- Follow the driver's directions at all times
- Enter and leave the bus in an orderly manner
- Keep feet, books, instrument cases and other items out of the aisle
- Not deface the bus or its equipment
- Not put head, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus

VISITORS

Parents are welcome to visit our school. For the safety of those within our school, all visitors must first report to the office and obtain a pass before they can visit any area of the school. Visits to individual classrooms must be arranged in advance with an administrator. Visits to individual classrooms during instructional time are permitted so long as their duration and frequency does not interfere with the delivery of instruction or disrupt the normal school environment. {Policy GKC (Local)}

During lunch, only guardians or emergency contacts may eat in the cafeteria with a student.

The principal has a right to refuse entry or to request unauthorized persons to leave the school.

{Policy GKA (Local)}