



# **Student Handbook 2020-2021**

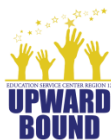
**1322 Stagecoach Road  
Killeen, TX 76542  
(254) 336-7250  
(254) 336-7298 FAX**

**Campus Administrators**

Dr. Bobbie Reeders—Principal	Lisa Barber—Principal’s Secretary	254-336-7295
Mr. Pedro Morales—Assistant Principal	Jacquelynn Dora—AP/Attendance Secretary	254-336-7250

**Campus Support Personnel**

Gladys Harper—Registrar	Rebeca Maldonado-Oyola —Registrar’s Secretary	254-336-7252
Tanika Flowers—Counselor A-Ma	Valetha Alderson—Counselors’ Secretary	254-336-7254
Michele West —Counselor Me-Z		
Mary Taylor—School Nurse	Belinda Ulman—Clinic Aide	254-336-7259
Chris Ray—Special Education Coordinator	Vonetta Wring—School Secretary	254-336-7263
Byrolyn McDonald—PRS Coordinator		254-336-7271
Penny Murray—Cafeteria Manager		254-336-7264
Tammie Leverett-Beard—Communities In Schools Site Director		254-336-7250
DeVaughn Allen – Boys and Girls Club of Killeen		254-336-7250
Delilah Fernandez – Upward Bound		254-336-7250



# Pathways Academic Campus

## Bell Schedules

<b>Regular Bell Schedule</b>	
<i>Buses Arrive</i>	8:25 AM – 8:30 AM
<i>Breakfast</i>	8:30 AM – 8:55 AM
<i>First Bell</i>	8:55 AM
<i>1<sup>st</sup> Period</i>	9:00 AM – 10:02 AM
<i>2<sup>nd</sup> Period</i>	10:06 AM – 11:14 AM
<i>3<sup>rd</sup> Period</i>	11:18 AM – 12:20 PM
<b>LUNCH</b>	<b>12:20 PM – 1:12 PM</b>
<i>4<sup>th</sup> Period</i>	1:16 PM – 2:18 PM
<i>5<sup>th</sup> Period</i>	2:22 PM – 3:24 PM
<i>6<sup>th</sup> Period</i>	3:28 PM – 4:30 PM
<i>Buses Depart</i>	4:34 PM

<b>Late Start/Early Release Bell Schedule</b>	
<i>Buses Arrive</i>	9:25 AM – 9:30 AM
<i>Breakfast</i>	9:30 AM – 9:55 AM
<i>First Bell</i>	9:55 AM
<i>1<sup>st</sup> Period</i>	10:00 AM – 10:38 AM
<i>2<sup>nd</sup> Period</i>	10:42 AM – 11:26 AM
<i>3<sup>rd</sup> Period</i>	11:30 AM – 12:08 PM
<i>4<sup>th</sup> Period</i>	12:12 PM – 12:50 PM
<i>5<sup>th</sup> Period</i>	12:54 PM – 1:32 PM
<i>6<sup>th</sup> Period</i>	1:36 PM – 2:14 PM
<b>LUNCH</b>	<b>2:14 PM – 2:30 PM</b>
<i>Buses Depart</i>	2:34 PM

<b>Early Release Bell Schedule</b>	
<i>Buses Arrive</i>	8:25 AM – 8:30 AM
<i>Breakfast</i>	8:30 AM – 8:55 AM
<i>First Bell</i>	8:55 AM
<i>1<sup>st</sup> Period</i>	9:00 AM – 9:43 AM
<i>2<sup>nd</sup> Period</i>	9:47 AM – 10:35 AM
<i>3<sup>rd</sup> Period</i>	10:39 AM – 11:22 AM
<b>LUNCH</b>	<b>11:22 AM – 12:09 PM</b>
<i>4<sup>th</sup> Period</i>	12:13 AM – 12:56 PM
<i>5<sup>th</sup> Period</i>	1:00 PM – 1:43 PM
<i>6<sup>th</sup> Period</i>	1:47 PM – 2:30 PM
<i>Buses Depart</i>	2:34 PM

<b>Delayed Start Bell Schedule</b>	
<i>Buses Arrive</i>	11:15 AM – 11:30 AM
<i>Breakfast</i>	None
<i>First Bell</i>	11:25 AM
<i>1<sup>st</sup> Period</i>	11:30 AM – 12:08 PM
<i>2<sup>nd</sup> Period</i>	12:12 PM – 12:52 AM
<b>LUNCH</b>	<b>12:52 PM – 1:38 PM</b>
<i>3<sup>rd</sup> Period</i>	1:42 PM – 2:21 PM
<i>4<sup>th</sup> Period</i>	2:25 PM – 3:04 PM
<i>5<sup>th</sup> Period</i>	3:08 PM – 3:47 PM
<i>6<sup>th</sup> Period</i>	3:51 PM – 4:30 PM
<i>Buses Depart</i>	4:34 PM

*\*Delayed start days will be determined and used if needed during bad weather such as early morning ice, snow, etc. Information regarding delayed start days for KISD campuses will be available on the KISD website and local media stations.*

### **Admissions:**

Pathways Academic Campus offers an academic setting for students who benefit from a self-paced environment where credit recovery, end-of-course exam remediation, and graduation are prioritized. Graduates will earn a high school diploma and have the option to participate in commencement activities with their respective high school campuses: EHS, ECHS, HHHS, KHS or SHS.

Admission to Pathways Academic Campus is based on the following criteria:

- Age; 16 – 20 years old
- Need for credits necessary for graduation

Prospective students may be referred to Pathways Academic Campus by the high school principal, or they may request an application at their home campus.

Students must enroll at their designated home campus before being accepted for enrollment at Pathways Academic Campus. Application and acceptance will be a coordinated effort between the Pathways Academic Campus registrar and the home campus registrar. Applications for admission are available to parents and students at the high school registration offices.

**Students will not be allowed to register at Pathways Academic Campus without completing an application and being notified of their acceptance. Students are required to attend campus orientation sessions.**

### **Social Distancing Precautions**

Pathways Academic Campus students will be required to wear face coverings when social distancing cannot be maintained. **(NOTE: The use of bandanas as face coverings is strictly prohibited.)** In addition, students will be encouraged to regularly wash or sanitize their hands.

The District has purchased supplies for all students to discourage communal use of school supplies. In addition, Pathways has purchased clear backpacks for students to use to carry their supplies during the school day. *One backpack will be provided free of charge for each student. Replacement cost of a backpack is \$10. Students can purchase their own, but it must be identical to the one provided.* **(NOTE: Only clear backpacks will be allowed on Campus.)**

As Killeen ISD continues to evaluate and implement each of these protocols and practices more precautions might be added. Pathways Academic Campus KISD takes the health and safety of all our students, staff, and their families very seriously.

### **Pregnancy Related Services (PRS):**

Pregnant students may choose to apply to Pathways Academic Campus or be served by a PRS representative at their home campus. To enroll in the PRS program, students must provide a medical statement verifying pregnancy and due date. A copy of this information will be given to both the high school registrar and the PRS coordinator.

Students will be eligible to stay in the program through the completion of the semester in which delivery occurs, then high school students may return to their home campus. If the student wishes to continue in the Pathways Academic Campus program beyond that point, she must go through the prescribed screening process and meet the same eligibility requirements, just as any other student. All Pathways Academic Campus rules and regulations will apply to PRS students.

### **Attendance and Discipline:**

Attendance and discipline problems will not be tolerated. Students, and parents, when appropriate will be required to sign a contract upon enrollment in which the attendance and behavioral expectations are specified. The students will be held accountable for meeting the requirements. In the exit conference, students withdrawn from the program based on absenteeism and/or discipline referrals will be advised of available options for completing their high school education.

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 19 or older has *more than five unexcused absences in a term*, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

### **Asynchronous Attendance: (Students working remotely from home.)**

Students are expected to be online working 40 minutes or more on each class every school day. In those 40 minutes, students must attempt to complete all the assignments on target (by their due date) as shown on their Edgenuity Dashboard for each class.

### **Absences, Tardiness, and Leaving Campus:**

Students are considered tardy if they arrive during the first 14 minutes after the class start time. Students are considered absent for a class if they arrive 15 minutes or more after the class start time and a note for the absence must be provided. Attendance and self-discipline are extremely important to succeed at Pathways Academic Campus. **Students who are absent or tardy must report to the attendance secretary to sign in and receive a pass for admission to class.**

No student should be tardy; four minutes are allotted between classes. Excessive tardiness may result in withdrawal from Pathways Academic Campus.

If a student misses 5 or more days (excused or unexcused) in a 9-week grading period, credit may be denied and subject to appeal. Appeals regarding loss of credit will be handled according to district policy. Following an absence, students are required to turn in a note from their parent/guardian explaining the absence. Attendance notes are verified, and falsification of notes may result in disciplinary consequences. The absence will be marked unexcused if a note has not been received within 5 days of the absence. Additional absences may result in withdrawal from Pathways Academic Campus.

Students leaving prior to their scheduled departure time must sign out in the Pathways Academic Campus front office. Underage students must be signed out by a parent/guardian. Students failing to sign out will be considered truant and may result in disciplinary consequences.

### **Curriculum, Grading Policy, and Course Credit:**

- Self-paced academic courses
- CTE vocational programs offered
- Required end-of-course remediation for students that have not passed all exit level tests
- ASVAB, ACCUPLACER, and TSI testing is offered throughout the school year

Pathways Academic Campus offers an alternative course of study that is self-paced. Failure to complete assigned courses within the allotted time will place a student in jeopardy of his/her enrollment at Pathways Academic Campus.

Grades will be based on attendance, 70% mastery and completion of projects. Final grades for a course will be averaged per KISD policy. ***Students failing courses must attend mandatory tutorials at designated times.***

Course credit will be awarded upon completion of the prescribed course curriculum.

### **Course Completion Timeline:**

Students will have 9 weeks to complete scheduled courses. However, the student can appeal for additional time if the student has an extenuating circumstance. Appeals should be made to the campus principal and all decisions are final.

For students except graduating seniors, courses that are not completed within the allotted time frame and/or courses that have been completed but the student has failed will be retaken the following school year.

### **Awarding of Course Completion:**

Students must be present and/or communicate with their teacher of record to challenge quizzes, tests and cumulative exams. Students are also expected to be present for state exams (STAAR End-of-Course). Students are also expected to attend school as outlined in the attendance policy found in the Killeen ISD Student Code of Conduct on page 26-27 and on page 5 of the Pathways Academic Campus Student Handbook.

### **Deliveries to Students:**

Per school board policy, students may not receive commercial deliveries at the campus. This includes food, flowers, balloons, etc. If parents bring lunch to students, the food will remain in the office until the lunch period begins. If any other items are brought to campus by parents for their student, the items will remain in the office until the end of the school day.

### **Graduation Plan:**

New students to the campus will be given a graduation plan showing transfer grades and credits received from their previous campuses. It is the student's responsibility to notify the counselor's office if there is a problem with the graduation plan.

***Note:*** *Out-of-state transfer students need to be aware that the state of Texas may not recognize some of the courses that have previously been completed in another state.*

### **Home Campus Designation:**

Home campus for graduation purposes is determined at the time of Pathways Academic Campus enrollment, not graduation time. The school whose attendance zone the student resides in will be the graduating school unless the student has an approved transfer to another KISD high school.

### **Health Issues and the Clinic:**

#### **Bacterial Meningitis:**

Bacterial meningitis is a serious bacterial infection with potential for serious, long-term implications. Following simple sanitary health practices is the best form of prevention, i.e. not sharing food, drinks, cigarettes, etc., as the bacteria is spread by saliva.

Your registration packet will contain additional information on bacterial meningitis for you and your family to read. The school nurse is also available to answer any questions you might have.

#### **Diabetic Students:**

In accordance with a student's individual health plan for management of diabetes, a student will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. However, a diabetic treatment plan must be on file with the nurse.

### **Home Campus Activities:**

All students wanting to attend activities at their respective campuses are required to submit a letter to the PAC principal requesting permission to attend the specific activity (please see the front desk receptionist for instructions on what to include in the letter). Specific events are prom and homecoming. Students must have good attendance, academic progress and discipline and must not have any fines to be granted permission to attend extracurricular events. Attendance is contingent upon approval by both the PAC principal and the home campus principal.

### **Lost and Found:**

Pathways Academic Campus maintains a "Lost and Found" area. If your child has lost an item, it is possible that it has been turned in to the office and has been stored in the "Lost and Found" area. Please see the Principal's Secretary if you have lost an item.

### **Meals:**

Breakfast and lunch are served daily in the cafeteria/commons area. The cost for a student breakfast is \$1.50 and the cost for a student lunch is \$2.75.

Students may also bring their lunch to school. Parents/guardians that bring lunch to students must report to the main office. Students may not order from restaurants and have food delivered to the campus during their lunch period or after school.

### **9<sup>th</sup> Grade – All ninth-grade students must stay on campus for lunch.**

**Grades 10-12** - Pathways Academic Campus is an open lunch campus for grades 10-12. Students may leave campus for lunch but will not be allowed to loiter in the parking lot at Pathways Academic Campus during their lunch period. Excessive tardiness after lunch period will result in disciplinary consequences.



### **Moment of Silence and Pledge of Allegiances:**

The state legislative session of 2003 established the rule that the pledge of allegiance to the United States flag and to the Texas flag will be given at the beginning of each day in all public schools. These pledges are to be followed by a minute of silence.

### **Off campus Activities:**

All students requesting to attend activities at their respective campuses are required to submit a letter requesting to attend the activity. Specific events are prom and homecoming. Students must have good attendance, academic progress, and discipline, and must not have any fines to be approved to attend off campus activities. Students must have their Pathways ID to attend football games and sit in the designated area.

### **Passes to Administrator, Clinic, Counselor, or Registrar Offices:**

- Students must report to class before going to see an administrator, the counselor, or the registrar.
- Students will be notified of appointments as soon as possible.
- Appointments will not be scheduled during the first and last fifteen minutes of each period.
- Clinic passes will be issued on an as needed basis.

### **Student Acceptable Use Policy:**

Students are expected to follow the acceptable use policy as outlined in the Killeen ISD Student Code of Conduct on pages 35-37. Misuse will not be tolerated. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming another person, his or her personal property, or district resources.

### **Student Code of Conduct:**

Any violations of the KISD Student Code of Conduct will result in district and state mandated disciplinary procedures. Assignment to the district disciplinary campus and/or expulsion from the Killeen Independent School District may result in the possible withdrawal from Pathways Academic Campus. The full version of the KISD Student Code of Conduct may be found at the KISD website. Below are some highlights of these guidelines with additional Pathways Academic Campus rules for students to follow.

### **Campus Restrictions:**

- Students may not remain in parked vehicles on campus.
- Students must have a pass to leave/enter any classroom.
- Students are not permitted on other campuses without the permission of the principal or assistant principal.

### **Cellular Telephones/Telecommunications/Electronic Devices:**

Students may not display, turn on, or use a cellular telephone or other telecommunication device on school property during the school day as defined by the published starting and dismissal times for each campus. **Exception for high school students only:** Cellular telephones may be used outside the school building during the student's designated lunch period only. ***Neither the campus nor district assumes responsibility or liability for loss or damage to a device or for the unauthorized use of the device.***



Prohibited Conduct:

The following behaviors on campus are prohibited and violation may result in campus and/or district disciplinary consequences:

- Cheating/Copying
- Excessive tardiness/absences
- Fighting
- Insubordination, including failure to comply with school policies
- Profanity, vulgar language, and obscene gestures
- Sleeping
- Truancy/Leaving campus without permission

Prohibited Items:

The following items are prohibited on campus and violation may result in withdrawal from Pathways Academic Campus. All items listed below will be confiscated and students in possession of such items are subject to disciplinary consequences. Return policies vary from campus to campus. Pathways Academic Campus is not responsible for lost or stolen items which have been confiscated under this provision.

Prohibited items include, but are not limited to:

- Skateboards/rollerblades/scooters
- Trading Cards
- Pacifiers; water pistols
- Dice (for non-educational purposes)
- Hair picks
- Pornographic material
- Any other item which the administrator deems will be detrimental to the safety, order, and discipline of the educational environment

Other items prohibited at Pathways Academic Campus include, but are not limited to:

- Weapons, spikes, chains, and pocketknives
- BB, air or pellet guns, stun or Taser guns
- Ammunition of any kind
- Drugs or tobacco products
- Gang paraphernalia
- Portable recording devices, two-way radios, pagers, CD players, and laser light devices
- Food and drinks in classrooms/beverage containers
- Wheelie Shoes or House Shoes/Slippers

**SOCIAL DISTANCING NOTES:** Only **transparent plastic book bags are allowed**, and **bandanas are not allowed to be used as face coverings**.

Student Dress Code:

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn.

*All dress code issues will be subject to the campus administrators' judgment.* Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. Those who then fail to comply or who repeatedly violate the dress code shall be subject to disciplinary action.

In most cases, the student will be allowed to call parents for a change of clothes. While waiting for the change of clothes, the student may be required to:

- wait in the office,
- go to class (if not a severe violation), or
- do any other activity deemed necessary or appropriate by an administrator

Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The following standards of dress and grooming apply except as noted:

- Pants, slacks, and jeans are acceptable attire. Bicycle (spandex) shorts, boxer shorts, “cut-offs,” and shorts or pants with holes or patches are not permitted.
- Pants or shorts shall not be more than one size too large and must be worn at the waist, with no “sagging.” Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not exceed beyond the student’s wrist when worn outside the pants or skirt.
- “Tall Tees” [wearing tee shirts designed to be worn below the thigh area as opposed to the waistline] are not permitted.
- “Sagging” [wearing pants below the waistline or showing underwear] is not permitted.
- Sweatpants are not permitted.
- Dress/skirt length and shorts must be no shorter than 4 inches above the top of the knee and must allow students to walk, stoop, kneel, and sit with modesty.
- Recreation apparel designed for play, such as tank tops, fishnet (mesh) shirts, etc. is unacceptable.
- Apparel designed as underwear or nightwear may not be visible or worn as outer garments.
- Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body and shoulders and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
- Halter tops, tube tops, spaghetti straps are not permitted.
- Head coverings, **bandanas (in any manner)**, hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
- Students must wear footwear which is appropriate for school. Flip-flops are not permitted. Flip-flops are defined as thin soft soled shoes designed for showers, swimming pools or beach wear.
- House shoes/slippers are not permitted. Students may not wear the type of shoe shown below:



- Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
- Types of apparel, including, jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds or at any school-related activity, regardless of time or location.

The district prohibits pictures, emblems, or writings on clothing that:

- are lewd, offensive, vulgar, or obscene,
- advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance, or
- contains derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

#### Student ID Cards:

Students are expected to adhere to dress code guidelines as presented in the Student Code of Conduct, including the wearing of the school-issued ID badge while at school, on a school bus, or at school-sponsored or school-related activities. The ID must be on a designated lanyard or clip and must always be worn above the waist and be visible. Replacement cost is \$5 for an ID, \$2 for a lanyard, and \$0.50 for a clip.

**Photo ID cards will be issued to all students. They are always required to be worn, visible from the front above the waist while at school or at school functions, and while riding to and from school on district transportation. Failure to wear the ID may result in withdrawal from Pathways Academic Campus.**

#### EOC Labs:

Senior and Junior level students are expected to attend EOC Labs during the school day. If a student has not successfully mastered the Exit Level EOC tests the student will be placed in the lab(s) that will best serve the student's needs. Upon successful completion of the tests or if the student successfully masters a given pre-test, the student will be removed from the lab and placed in a course designated by the school counselor.

#### Textbooks and Study Guides:

Since classes at Pathways Academic Campus are online, textbooks are not required in most classes. A limited number of textbooks are available for students that would like to use one. Students needing to check out a textbook need to do so by asking the teacher of record of the class.

If a student damages or loses a textbook it is their responsibility for the cost of replacing the textbook plus the five dollars to replace the district barcode. If a district barcode is scratched, tampered, or rendered unserviceable then the student is responsible for the five dollars to replace the barcode.

#### Transportation—Student Vehicles:

- Students must obtain a parking permit within one week of enrollment. Violation may result in having vehicle towed from the parking lot at the owner's expense. The first parking permit is free. If a parking permit is lost, a replacement permit must be purchased for \$5 for students to continue parking on campus.
- Students must provide proof of auto insurance, vehicle description, license plate number and show their student ID and driver's license when obtaining and/or purchasing a parking permit.
- Parking permits must be displayed on the front windshield on the driver's side above the registration sticker. Permits should be affixed to the inside of the windshield.
- Students will always observe safe-driving rules.
- Drop-offs/pick-ups should be at the student parking lot.
- Parents/guardians are not permitted in the driveway portion of campus.

**Transportation—School Buses:**

- Buses will load and unload at the student parking lot at approximately 8:30 am and 4:15 pm
- Students may not ride buses to other campuses. Offenders are subject to trespassing violation and forfeiture of bus privileges.
- Inappropriate behavior will result in forfeiture of bus privileges and/or withdrawal from Pathways Academic Campus.

**Vending Machines:**

Vending machines are located on campus for student use, before and after school. Due to the Federal Minimal Nutritional Value rule, students may not use the vending machines during lunch periods. Students are not allowed to take food or drinks into the classrooms.

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**Student access to the *Edgenuity* Website for Online Courses**

<http://learn.edgenuity.com/student>

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**K.I.S.D. Nondiscrimination Statement:** The Killeen Independent School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Professional Standards Administrator, 200 North WS Young Drive, Killeen, Texas 76543 – (254) 336-0000.