

Student-Parent Handbook

2022-2023



Schertz-Cibolo-Universal City ISD

Strategic Design Framework

our beliefs

We believe . . .

- education is a partnership between students, parents, staff, and community members.
- all students have the capacity to learn and are most successful when provided a wide range of tools, methods, and opportunities to learn and collaborate.
- acceptance, safety, inclusiveness, and mutual respect are critical and directly impact the ability to support and educate students.
- student success requires a balance of academic and social-emotional needs being met.
- education is a pathway to equip students with the skills to be prepared for each stage of life.

our call to action

Through high quality and student-centered learning experiences, students will leave SCUC confident, empowered, and prepared with the skills to pursue their individual passions.

learner outcomes

Every student will graduate or transition with the:

1. adaptability, problem-solving and social skills needed to independently function as appropriate for their future endeavors.
2. understanding of their greatest assets and how they can contribute to industry, society, and their community.
3. appropriate understanding and application of professional and personal communication skills, including verbal and written expression.
4. skills to achieve their personal, academic, military, and career potential.

our learner profile

A SCUC Learner:

- Communicates
- Thinks critically
- Solves problems
- Values others
- Adapts
- Collaborates
- Perseveres
- Contributes to community
- Engages in meaningful learning

our leader profile

A SCUC Leader:

- Keeps students as the priority
- Builds relationships
- Commits to authentically serving others
- Establishes a clear vision, sets priorities, and owns outcomes
- Fosters a positive culture and climate
- Cultivates and leverages the strengths of all stakeholders
- Communicates and listens effectively
- Adapts creatively to overcome challenges

2022-2023 Board of Trustees

President - Gerald "Jerry" Perkins

Vice President - Edward Finley

Secretary - Letticia Sever

Assistant Secretary - Belinda Evans

Trustee - Robert M. Westbrook

Trustee - Amy Thomas

Trustee - Dan Swart

Schertz-Cibolo-Universal City ISD

DISTRICT/CENTRAL OFFICE-OPERATIONAL

William Malish Administrative Center

1060 Elbel Road, Schertz, TX 78154

(210) 945-6200 Fax (210) 945-6252

Dr. Clark Ealy, Superintendent of Schools

Dr. Damon Edwards, Deputy Superintendent

Mr. Brian Moy, Chief Financial Officer

Ms. Linda Cannon, Chief Human Resources Officer

Ms. Shannon Burns, Director of Human Resources

Mr. Ernie Reynolds, Executive Director of Secondary Education

Ms. Sarah Dauphinais, Executive Director of Elementary and Intermediate Education

Dr. Karla Burkholder, Director of Technology Services

Mr. JD Mosley, Executive Director Facility Planning and Development Services

Mr. Francisco Perez, Director of Transportation Services

Mr. Jesse Luna, Director of Purchasing Services

Ms. Maggie Cornejo, Director of Child Nutrition Services

Ms. Deanna Jackson, Director of Communications & Community Engagement

Mr. Ed Suarez, Public Information Officer

Other Sites

Marion Dolford Professional Learning Center-Student Academic Services

200 W. Schlather St., Cibolo, Texas

78108 (210)945-6444

Ms. Kelly Kovacs, Chief Academic Officer

Ms. Serena Georges, Director of Curriculum and Professional Development

Ms. Suanne Chang-Ponce, Director of Special Education Services

Ms. Beth Bronk, Director of Fine Arts

Ms. Cassandra Gracia, Director of Counseling and College, Career, and/or Military Readiness Services

Mr. Scott Lehnhoff, Director of Athletics, Health & Physical Education

Robert & Glenda Lehnhoff Stadium

1001 Elbel Rd, Schertz, Texas 78154

Clarence T. Shelton Athletic Complex

1088 Elbel Rd, Schertz, Texas 78154

Toby Conner Agriculture Complex

200 Schlather Rd, Cibolo, Texas 78108

Samuel Clemens High School (9th -12th)

1001 Elbel Road

Schertz, Texas 78154

(210) 945-6501 Fax (210) 945-6590

Ms. Amy Sirizzotti, Principal

Byron P. Steele II High School (9th -12th)

1300 FM 1103

Cibolo, Texas 78108

(210) 619-4000 Fax (210) 619-4057

Ms. Jana Cervantes, Principal

Allison L. Steele Enhanced Learning Center (9th -12th)

204 Wright Avenue

Schertz, Texas 78154

(210) 945-6401 Fax (210) 945-6410

Mr. Joey Trevino, Principal

J. Frank Dobie Junior High School (7th & 8th)

395 W. Borgfeld Road

Cibolo, Texas 78108

(210) 619-4100 Fax (210) 619-4142

Mr. Vernon Simmons, Principal

Ray D. Corbett Junior High School (7th & 8th)

12000 Ray Corbett Drive

Schertz, Texas 78154

(210) 619-4150 Fax (210) 619-4190

Mr. Rashad Ray, Principal

Barbara C. Jordan Intermediate School (5th & 6th)

515 Thistle Creek Drive

Cibolo, Texas 78108

(210) 619-4250 Fax (210) 619-4277

Ms. Tina Curtis, Principal

Laura Ingalls Wilder Intermediate School (5th & 6th)

806 Savannah Drive

Schertz, Texas 78154

(210) 619-4200 Fax (210) 619-4220

Mr. Phillip Jackson, Principal

Elaine S. Schlather Intermediate School (5th & 6th)

230 Elaine Schlather Parkway

Cibolo, Texas 78108

(210) 619-4300 Fax (210) 619-4340

Ms. Yvette Ross, Principal

Green Valley Elementary School

1694 Green Valley Road
Schertz, Texas 78154
(210) 619-4450 Fax (210) 619-4478
Ms. Amy Denman, Principal

Norma J. Paschal Elementary School

590 Savannah Drive
Schertz, Texas 78154
(210) 619-4500 Fax (210) 619-4518
Ms. Allison Miller, Principal

Rose Garden Elementary School

10414 East FM 1518 North
Schertz, Texas 78154
(210) 619-4350 Fax (210) 619-4369
Ms. Sarah Reed, Principal

Schertz Elementary School

701 Curtiss Avenue
Schertz, Texas 78154
(210) 619-4650 Fax (210) 619-4690
Ms. Geri Pope, Principal

Maxine & Lutrell Watts Elementary School

100 Deer Meadow
Cibolo, Texas 78108
(210) 619-4400 Fax (210) 619-4419
Ms. Lee Conn, Principal

O.G. Wiederstein Elementary School

171 Borgfeld Road
Cibolo, Texas 78108
(210) 619-4550 Fax (210) 619-4590
Ms. Ashley Hawk, Principal

John A. Sippel Elementary School

420 Fairlawn Avenue
Schertz, Texas 78154
(210) 619-4600 Fax (210) 619-4630
Ms. Clarie Bristow, Principal

Cibolo Valley Elementary School

4093 Green Valley Rd
Cibolo, Texas 78108
(210) 619-4700 Fax (210) 619-4740
Ms. Rhonda Jungmichel, Principal

Disciplinary Alternative Education Program (Old Corbett Complex)

301 Main Street
Schertz, Texas 78154
(210) 945-6413
Ms. Stacy Serna, Principal



Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the Office of the Director of Special Education, 210-619-6440.

Table of Contents

ACCESSIBILITY	18
PREFACE	25
SECTION ONE: PARENTAL RIGHTS	27
CONSENT TO HUMAN SEXUALITY INSTRUCTION	27
ANNUAL NOTIFICATION	27
CONSENT BEFORE INSTRUCTION.....	28
CONSENT TO PROVIDE A MENTAL HEALTH CARE SERVICE	28
CONSENT TO DISPLAY A STUDENT’S ORIGINAL WORKS AND PERSONAL INFORMATION	28
CONSENT TO RECEIVE PARENTING AND PATERNITY AWARENESS INSTRUCTION IF STUDENT IS UNDER AGE 14.....	28
CONSENT TO VIDEO OR AUDIO RECORD A STUDENT WHEN NOT ALREADY PERMITTED BY LAW	29
PROHIBITING THE USE OF CORPORAL PUNISHMENT	29
LIMITING ELECTRONIC COMMUNICATIONS WITH STUDENTS BY DISTRICT EMPLOYEES	30
OBJECTING TO THE RELEASE OF DIRECTORY INFORMATION	30
OBJECTING TO THE RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION (SECONDARY GRADE LEVELS ONLY)	31
PARTICIPATION IN THIRD-PARTY SURVEYS.....	31
CONSENT REQUIRED BEFORE STUDENT PARTICIPATION IN A FEDERALLY FUNDED SURVEY, ANALYSIS, OR EVALUATION	31
“OPTING OUT” OF PARTICIPATION IN OTHER TYPES OF SURVEYS OR SCREENINGS AND THE DISCLOSURE OF PERSONAL INFORMATION	32
REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION	33
RECITING A PORTION OF THE DECLARATION OF INDEPENDENCE IN GRADES 3-12	33
RECITING THE PLEDGES TO THE U.S. AND TEXAS FLAGS	33
RELIGIOUS OR MORAL BELIEFS	33
TUTORING OR TEST PREPARATION.....	33
RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES	34
INSTRUCTIONAL MATERIALS.....	34
NOTICES OF CERTAIN STUDENT MISCONDUCT TO NONCUSTODIAL PARENT.....	34
PARTICIPATION IN FEDERALLY REQUIRED, STATE-MANDATED, AND DISTRICT ASSESSMENTS.....	35
STUDENT RECORDS	35
TEACHER AND STAFF PROFESSIONAL QUALIFICATIONS.....	38
A STUDENT WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES	38
CHILDREN OF MILITARY FAMILIES	38
PARENTAL ROLE IN CERTAIN CLASSROOM AND SCHOOL ASSIGNMENTS	39
STUDENT USE OF A SERVICE/ASSISTANCE ANIMAL	40
STUDENTS IN THE CONSERVATORSHIP OF THE STATE (FOSTER CARE	40
NOTIFICATION TO PARENTS OF INTERVENTION STRATEGIES FOR LEARNING DIFFICULTIES PROVIDED TO STUDENTS IN GENERAL EDUCATION	44
A STUDENT WHO RECEIVES SPECIAL EDUCATION SERVICES WITH OTHER SCHOOL- AGED CHILDREN IN THE HOME	44
STUDENTS WHO SPEAK A PRIMARY LANGUAGE OTHER THAN ENGLISH	44
STUDENTS WITH PHYSICAL OR MENTAL IMPAIRMENTS PROTECTED UNDER SECTION 504	45
SECTION TWO: OTHER IMPORTANT INFORMATION FOR PARENTS AND STUDENTS	46
COMPULSORY ATTENDANCE	46
COMPULSORY ATTENDANCE-- EXEMPTIONS	47
COMPULSORY ATTENDANCE--FAILURE TO COMPLY.....	48
ATTENDANCE FOR CREDIT OR FINAL GRADE (ALL GRADE LEVELS)	49

OFFICIAL ATTENDANCE-TAKING TIME (ALL GRADE LEVELS)	50
DOCUMENTATION AFTER AN ABSENCE (ALL GRADE LEVELS).....	50
DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS (ALL GRADE LEVELS).....	50
CERTIFICATION OF ABSENCE DUE TO SEVERE ILLNESS OR TREATMENT	51
DRIVER LICENSE ATTENDANCE VERIFICATION (SECONDARY GRADE LEVELS ONLY).....	51
ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (ALL GRADE LEVELS)	51
AWARDS AND HONORS (ALL GRADE LEVELS)	52
BULLYING (ALL GRADE LEVELS)	52
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (SECONDARY GRADE LEVELS ONLY) ..	54
CELEBRATIONS (ALL GRADE LEVELS)	55
CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (ALL GRADE LEVELS)	55
CLASS RANK/HIGHEST-RANKING STUDENT (SECONDARY GRADE LEVELS ONLY)	57
CLASS SCHEDULES (SECONDARY GRADE LEVELS ONLY).....	57
COLLEGE AND UNIVERSITY ADMISSIONS (SECONDARY GRADE LEVELS ONLY).....	58
COLLEGE CREDIT COURSES (SECONDARY GRADE LEVELS ONLY)	58
AP/IB	59
INTERNATIONAL BACCALAUREATE (IB) EXAMS (CLEMENS ONLY)	59
DUAL CREDIT.....	60
DUAL ENROLLMENT.....	60
ADVANCED TECHNICAL CREDIT	61
COMMUNICATIONS (ALL GRADE LEVELS).....	61
PARENT CONTACT INFORMATION	61
AUTOMATED EMERGENCY COMMUNICATIONS	61
AUTOMATED NONEMERGENCY COMMUNICATIONS.....	61
COMPLAINTS AND CONCERNS (ALL GRADE LEVELS).....	62
CONDUCT (ALL GRADE LEVELS).....	62
APPLICABILITY OF SCHOOL RULES	62
CAMPUS BEHAVIOR COORDINATOR	62
DELIVERIES.....	63
DISRUPTIONS OF SCHOOL OPERATIONS.....	63
SOCIAL EVENTS	63
COUNSELING	64
ACADEMIC COUNSELING.....	64
PERSONAL COUNSELING (ALL GRADE LEVELS).....	65
COURSE CREDIT (SECONDARY GRADE LEVELS ONLY).....	65
CREDIT BY EXAMINATION–IF A STUDENT HAS TAKEN THE COURSE/SUBJECT (GRADES 6-12).....	65
CREDIT BY EXAMINATION FOR ADVANCEMENT/ACCELERATION–IF A STUDENT HAS NOT TAKEN THE COURSE/SUBJECT	66
KINDERGARTEN ACCELERATION	66
STUDENTS IN GRADES 1-5	67
STUDENTS IN GRADES 6-12	67
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (ALL GRADE LEVELS) .67	
DATING VIOLENCE.....	67
DISCRIMINATION.....	68
HARASSMENT	68

SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT.....	69
RETALIATION	69
REPORTING PROCEDURES.....	70
INVESTIGATION OF REPORT	70
DISCRIMINATION	70
DISTANCE LEARNING (ALL GRADE LEVELS)	71
TEXAS VIRTUAL SCHOOL NETWORK (TXVSN) (SECONDARY GRADE LEVELS).....	71
DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (ALL GRADE LEVELS)	71
SCHOOL MATERIALS.....	71
NON-SCHOOL MATERIALS	72
DRESS AND GROOMING (ALL GRADE LEVELS).....	73
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (ALL GRADE LEVELS).....	74
POSSESSION AND USE OF PERSONAL TELECOMMUNICATIONS DEVICES, INCLUDING CELL PHONES, AND OTHER ELECTRONIC DEVICES.....	74
INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES.....	75
ACCEPTABLE USE OF DISTRICT TECHNOLOGY RESOURCES.....	75
UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES	75
END-OF-COURSE (EOC) ASSESSMENTS	75
ENGLISH LEARNERS (ALL GRADE LEVELS)	76
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (ALL GRADE LEVELS)	76
ENROLLMENT: STUDENT ACTIVITIES-CONTESTS AND COMPETITIONS.....	77
STANDARDS OF BEHAVIOR	78
OFFICES AND ELECTIONS	78
FEES (ALL GRADE LEVELS)	78
FUNDRAISING (ALL GRADE LEVELS)	79
GANG-FREE ZONES (ALL GRADE LEVELS)	79
GENDER-BASED HARASSMENT	79
GRADE-LEVEL CLASSIFICATION (GRADES 9-12 ONLY)	80
GRADING GUIDELINES (ALL GRADE LEVELS)	80
GRADUATION (SECONDARY GRADE LEVELS ONLY).....	80
TESTING REQUIREMENTS FOR GRADUATION.....	81
FOUNDATION GRADUATION PROGRAM	81
AVAILABLE COURSE OPTIONS FOR ALL GRADUATION PROGRAMS.....	85
CERTIFICATES OF COURSEWORK COMPLETION.....	85
STUDENTS WITH DISABILITIES.....	85
GRADUATION ACTIVITIES.....	86
GRADUATION SPEAKERS.....	86
GRADUATION EXPENSES.....	86
GRADUATION REGALIA.....	86
SCHOLARSHIPS AND GRANTS.....	87
HARASSMENT.....	87
HAZING (ALL GRADE LEVELS).....	87
HEALTH-PHYSICAL AND MENTAL.....	87
ILLNESS (ALL GRADE LEVELS).....	87

IMMUNIZATION (ALL GRADE LEVELS)	88
LICE (ALL GRADE LEVELS).....	89
MEDICINE AT SCHOOL (ALL GRADE LEVELS)	90
ASTHMA AND SEVERE ALLERGIC REACTIONS.....	90
STEROIDS (SECONDARY GRADE LEVELS ONLY).....	91
MENTAL HEALTH SUPPORT (ALL GRADE LEVELS).....	91
PHYSICAL ACTIVITY REQUIREMENTS.....	92
PHYSICAL HEALTH SCREENINGS/EXAMINATIONS	92
ATHLETICS PARTICIPATION (SECONDARY GRADE LEVELS ONLY).....	92
OTHER EXAMINATIONS AND SCREENINGS (ALL GRADE LEVELS).....	93
SPECIAL HEALTH CONCERNS (ALL GRADE LEVELS)	93
BACTERIAL MENINGITIS (ALL GRADE LEVELS).....	93
DIABETES.....	94
FOOD ALLERGIES (ALL GRADE LEVELS).....	94
UNASSIGNED EPINEPHRINE - AUTOINJECTOR PARENT NOTIFICATION	94
UNASSIGNED PRESCRIPTION ASTHMA MEDICATION.....	94
SEIZURES (ALL GRADE LEVELS).....	95
HEALTH-RELATED RESOURCES, POLICIES, AND PROCEDURES	95
PHYSICAL AND MENTAL HEALTH RESOURCES (ALL GRADE LEVELS).....	95
POLICIES AND PROCEDURES THAT PROMOTE STUDENT PHYSICAL AND MENTAL HEALTH (ALL GRADE LEVELS).....	96
SCHOOL HEALTH ADVISORY COUNCIL (SHAC) (ALL GRADE LEVELS).....	97
STUDENT WELLNESS POLICY/WELLNESS PLAN (ALL GRADE LEVELS).....	97
HOMEWORK (ALL GRADE LEVELS)	97
LAW ENFORCEMENT AGENCIES (ALL GRADE LEVELS)	97
QUESTIONING OF STUDENTS.....	97
STUDENTS TAKEN INTO CUSTODY.....	97
NOTIFICATION OF LAW VIOLATIONS	98
LEAVING CAMPUS (ALL GRADE LEVELS)	98
LOST AND FOUND (ALL GRADE LEVELS)	100
MAKEUP WORK	101
MAKEUP WORK BECAUSE OF ABSENCE (ALL GRADE LEVELS).....	101
DAEP MAKEUP WORK.....	101
IN-SCHOOL SUSPENSION (ISS) AND OUT-OF-SCHOOL SUSPENSION (OSS) MAKEUP WORK (ALL GRADE LEVELS).....	101
NONDISCRIMINATION STATEMENT (ALL GRADE LEVELS)	102
<i>Nontraditional Academic Programs</i>	103
PARENT AND FAMILY ENGAGEMENT (ALL GRADE LEVELS)	103
WORKING TOGETHER.....	103
PARKING AND PARKING PERMITS (SECONDARY GRADE LEVELS ONLY)	104
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (ALL GRADE LEVELS)	105
PRAYER (ALL GRADE LEVELS)	105
PROMOTION AND RETENTION	105
ELEMENTARY AND INTERMEDIATE/JUNIOR HIGH GRADE LEVELS.....	106
HIGH SCHOOL GRADE LEVELS.....	106
<i>Remote Instruction</i>	107

RELEASE OF STUDENTS FROM SCHOOL	107
REPORT CARDS/PROGRESS REPORTS AND CONFERENCES (ALL GRADE LEVELS)	107
RETALIATION	107
SAFETY (ALL GRADE LEVELS)	108
INSURANCE FOR CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS.....	108
PREPAREDNESS DRILLS: EVACUATION, SEVERE WEATHER, AND OTHER EMERGENCIES.....	108
PREPAREDNESS TRAINING: CPR AND STOP THE BLEED.....	108
EMERGENCY MEDICAL TREATMENT AND INFORMATION.....	109
EMERGENCY SCHOOL CLOSING INFORMATION.....	109
SAT, ACT, AND OTHER STANDARDIZED TESTS	110
SCHEDULE CHANGES (INTERMEDIATE/JUNIOR HIGH AND HIGH SCHOOL GRADE LEVELS)	110
SCHOOL FACILITIES	111
SEARCHES	113
SEARCHES IN GENERAL (ALL GRADE LEVELS).....	113
DISTRICT PROPERTY (ALL GRADE LEVELS).....	114
METAL DETECTORS (ALL GRADE LEVELS).....	114
TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES (ALL GRADE LEVELS).....	114
TRAINED DOGS (ALL GRADE LEVELS).....	114
VEHICLES ON CAMPUS (SECONDARY GRADES ONLY)	115
SEXUAL HARASSMENT	115
SPECIAL PROGRAMS (ALL GRADE LEVELS)	115
STANDARDIZED TESTING	115
SECONDARY GRADE LEVELS.....	115
TSI (TEXAS SUCCESS INITIATIVE) ASSESSMENT.....	116
ADVANCED PLACEMENT (AP) EXAMS.....	116
INTERNATIONAL BACCALAUREATE (IB) EXAMS (CLEMENS ONLY).....	116
STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)	116
GRADES 3-8.....	116
HIGH SCHOOL COURSES—END-OF-COURSE (EOC) ASSESSMENTS.....	118
FAILURE TO PERFORM SATISFACTORILY ON AN EOC.....	118
STUDENTS IN FOSTER CARE (ALL GRADE LEVELS)	119
STUDENTS WHO ARE HOMELESS (ALL GRADE LEVELS)	119
STUDENT SPEAKERS (ALL GRADE LEVELS)	119
SUMMER SCHOOL (ALL GRADE LEVELS)	119
TARDIES (ALL GRADE LEVELS)	119
TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (ALL GRADE LEVELS)	120
TRANSFERS (ALL GRADE LEVELS)	120
TRANSPORTATION (ALL GRADE LEVELS)	120
SCHOOL-SPONSORED TRIPS.....	120
BUSES AND OTHER SCHOOL VEHICLES.....	120
VANDALISM (ALL GRADE LEVELS)	122
VIDEO CAMERAS (ALL GRADE LEVELS)	122

VISITORS TO THE SCHOOL (ALL GRADE LEVELS)	123
CLASSROOM/CLASSROOM VISITATION	123
DISRUPTIVE CONDUCT.....	124
UNAUTHORIZED PERSONS	124
VISITORS PARTICIPATING IN SPECIAL PROGRAMS FOR STUDENTS	124
VOLUNTEERS (ALL GRADE LEVELS)	124
VOTER REGISTRATION (SECONDARY GRADE LEVELS ONLY)	125
WITHDRAWING FROM SCHOOL (ALL GRADE LEVELS)	125
GLOSSARY	126
APPENDIX: FREEDOM FROM BULLYING POLICY	129
STUDENT WELFARE: FREEDOM FROM BULLYING	129

Preface

To Students and Parents

Welcome to the 2022-2023 school year! Education is a team effort, and we know students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Schertz-Cibolo-Universal City ISD Student Handbook is designed to provide basic information you and your child will need during the school year. The handbook is divided into two sections:

Section One: Parental Rights describes certain parental rights as specified in state or federal law. This information provided is to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section Two: Other Important Information for Students and Parents is organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Note: Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Schertz-Cibolo-Universal City ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at <https://www.scuc.txed.net/Page/31995> and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that this handbook is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated annually, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other

communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact your child's campus.

A hard copy of either the Student Handbook or the Student Code of Conduct may be requested at your school's main office.

Note: References to policy codes are included for ease of reference. The unofficial electronic copy is available at <https://pol.tasb.org/Home/Index/551>.

The policy manual includes:

- Legally referenced (LEGAL) policies that contain provisions from federal and state laws and regulations, case law, and other legal authorities that provide the legal framework for school districts.
- Board-adopted (LOCAL) policies that articulate the board's choices and values regarding district practices.

For questions about the material in this handbook, please contact your student's principal.

Parents will complete the following information electronically through the Ascender registration process. If you have not completed these yet, please log into your Ascender account to complete them.

1. Acknowledgment Form;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form for participation and third-party surveys.

[See [Objecting to the Release of Directory Information](#) and [Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation for more information.](#)]

Section One: Parental Rights

This section of the Schertz-Cibolo-Universal City ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

Consent, Opt-Out, and Refusal Rights

Consent to Human Sexuality Instruction

Annual Notification

State law ([Texas Education Code §28.004](#)) requires that any instruction related to human sexuality. As a part of the district's curriculum, students receive instruction related to human sexuality, which may include sexually transmitted diseases, human immunodeficiency virus (HIV), or acquired immune deficiency syndrome (AIDS).

Instruction related to these topics must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

SCUCISD provides abstinence plus human sexuality curriculum that includes a contraception presentation from the "Big Decision" sexuality education program.

As a parent, you may:

- Review a copy of curriculum materials.
- Remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties.
- You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's The School Health Advisory Council (SHAC). The SHAC is involved with the selection of course materials for such instruction. Please see the campus administration for additional information.
- Use the district's grievance procedure concerning a complaint. See [Complaint and Concerns \(All Grade Level\)](#) and [FNG\(LOCAL\)](#).

Consent Before Instruction

Before a student receives human sexuality instruction, the district must obtain written consent from the student's parent. Parent will be sent a request for written consent at least 14 days before the instruction.

Consent to Provide a Mental Health Care Service

The district will not provide a mental health care service to a student or conduct a medical screening of student as part of the district's intervention procedures except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention. The mental health liaison, Cassandra Gracia, can be reached at cgracia@scuc.txed.net or (210) 945-6007 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

[For further information, see [Mental Health Support](#).]

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works

However, the district will seek parental consent before displaying students on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is

Under Age 14

A student under age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Consent to Video or Audio Record a Student When Not Already Permitted by Law

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety;
- Relates to classroom instruction or a co-curricular or extracurricular activity,
- Relates to media coverage of the school; or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

[See [Video Cameras](#) for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the [Student Code of Conduct](#) and policy [FO\(LOCAL\)](#) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a written statement to the campus administration stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus administration. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Note:

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other

arrangements, corporal punishment will not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class containing information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

Instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

The employee is required to include the student's parent as a recipient on all text messages. [DH REG 1.](#)

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus administration.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph for publication in the school yearbook;
- A student's name and grade level for purposes of communicating class and teacher assignment;
- The name, weight, and height of an athlete for publication in a school athletic program;
- A list of student birthdays for generating school wide or classroom recognition;
- A student's name and photograph posted on a district-approved and -managed social media platform; and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period.

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the administration within ten school days of your child's first day of instruction for this school year. [See the "[Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information](#)" included in the forms packet.]

The district requests that families living in a shelter for survivors of family violence or trafficking notify district personnel that the student currently resides in such a shelter. Families may want to opt out of the release of directory information so that the district does not release any information that might reveal the location of such a shelter. As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and the second for all other requests. For all district publications and announcements, the district has designated the following as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; honors and awards received; dates of attendance; grade level; most recent school previously attended; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams. [See policy [FL \(LOCAL\)](#).] If you do not object to the use of your child's information for these limited school-sponsored purposes, the school will not need to ask your permission each time the district wishes to use the information for the school-sponsored purposes listed above.

For all other purposes, the district has identified the following as directory information: student name; honors and awards received; and enrollment status. If you do not object to the use of your child's information for these purposes, the school **must** release this information when the school receives a request from an outside entity or individual.

Note: Review [Authorized Inspection and Use of Student Records](#).

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

Unless a parent has advised the district not to release his or her student's information, the Every Student Succeeds Act (ESSA) requires the district to comply with requests by military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

[See [Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education](#), included in the forms packet.]

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams.

A parent has the right to consent before a student is required to submit to a survey, analysis, or evaluation funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy [EF\(LEGAL\)](#).]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

The Protection of Pupil Rights Amendment (PPRA) gives parent the right to receive notice and an opportunity to opt a student out of:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student.
- Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies [EF](#) and [FFAA](#).]

A parent may inspect:

- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The Education Department provides extensive information about the [Protection of Pupil Rights Amendment](#), including a [PPRA Complaint Form](#).

Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction

Reciting a Portion of the Declaration of Independence in Grades 3-12

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3-12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy [EHBK\(LEGAL\)](#).]

Reciting the Pledges to the U.S. and Texas Flags

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be in writing.

State law requires that all students participate in one minute of silence following recitation of the pledges.

[See [Pledges of Allegiance and a Minute of Silence](#) and policy [EC\(LEGAL\)](#).]

Religious or Moral Beliefs

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

A teacher may determine that a student needs additional targeted assistance for the

student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy [EC](#), districts must obtain parental permission before removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services-if the district offers these services.

[For questions about school-provided tutoring programs, contact the student's teacher and see policies [EC](#) and [EHBC](#). See [Standardized Testing](#) for information regarding required accelerated instruction after a student fails to perform satisfactorily on certain state-mandated tests.]

Right of Access to Student Records, Curriculum Materials, and District Records/Policies

Instructional Materials

A parent has the right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered, whether instruction is delivered in-person, virtually, or remotely. The district will provide login credentials to each student's parent for any learning management system or online learning portal used in instruction to facilitate parent access and review.

A parent is also entitled to request that the school allow the student to take home any instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See the [Student Code of Conduct](#) and policy [FO\(LEGAL\)](#) for more information.]

Participation in Federally Required, State-Mandated, and District Assessments

In accordance with the Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child's participation in required assessments.

Student Records

Accessing Student Records

A parent may review his or her child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term "intervention strategy" is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in your child's classroom.

Authorized Inspection and Use of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an "eligible" student is one who is age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements.

For more information about how to file a complaint, see <https://studentprivacy.ed.gov/file-a-complaint>.

Both FERPA and state laws safeguard student records from unauthorized inspection

or use and provide parents and eligible students certain rights of privacy.

Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student's parents unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records. A parent's rights regarding access to student records are not affected by the parent's marital status.

Federal law requires that control of the records goes to the student as soon as a student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student when school officials have what federal law refers to as a "legitimate educational interest" in a student's records.

Legitimate educational interest may include:

- Working with the student;
 - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
 - Compiling statistical data;
 - Reviewing an educational record to fulfill the official's professional responsibility; or
 - Investigating or evaluating programs.
- School officials may include:
- Board members and employees, such as the superintendent and administrators. Teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff);
 - A person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
 - A parent or student serving on a school committee; or
 - A parent or student assisting a school official in the performance of his or her

duties.

FERPA also permits the disclosure of personally identifiable information without writing consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency (TEA), the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [See Objecting to the Release of Directory Information to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The campus administration is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wants to inspect the student's records should submit a written request to the custodian of records identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

A parent or eligible student who submits a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If after the hearing the records are not amended the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy [FNG\(LOCAL\)](#). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines.

[See [Report Cards/Progress Reports and Conferences, Complaints and Concerns, and Finality of Grades](#) at policy [FNG\(LEGAL\)](#).]

The district's student records policy is found at policy [FL\(LEGAL\) and FL\(LOCAL\)](#) and is available at the principal's or superintendent's office or on the district's website at www.scuc.txed.net.

Note: The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student shared only with a substitute teacher—do not have to be made available.

Teacher and Staff Professional Qualifications

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Has an emergency permit or other provisional status for which state requirements have been waived; and
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to your child.

A Student with Exceptionalities or Special Circumstances

Children of Military Families

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit no **more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy [FDB\(LEGAL\) for more information](#).]

Safety Transfers/Assignments

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been victim of bullying, including, cyberbullying, as defined by Education Code 37.0832.

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832.
- Transportation is not provided for a transfer to another campus. See campus administration for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to

another campus.

[See Bullying, and policies [FDB](#), and [FFI for more information](#).]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy [FDE for more information](#).]

Request the transfer of your child to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. In accordance with policy [FDE](#), if the victim does not wish to transfer, the board will transfer the assailant.

Student Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days. For the definition of service/assistance animals and further clarification see Board policy [FBA\(LEGAL\)](#).

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will assess the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district.

The district will award partial course credit when the student only passes one half of a two-half course.

A student who is currently in the conservatorship of the state and who is moved outside of the district's or school's attendance boundaries-or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if he or she meets the criteria to graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See also [Credit by Examination for Advancement/Acceleration](#), [Course Credit](#), and [Students in Foster Care](#) for more information.]

Student Who Is Homeless

A student who is homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Assessment of the student's available records to determine transfer of credit for subjects and courses taken before the student's enrollment in the district;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria

to graduate from the previous district.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy [FNG\(LOCAL\)](#). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See also [Credit by Examination for Advancement/Acceleration](#), [Course Credit](#), and [Homeless Students](#) for more information.]

Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Note: A special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent

from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Suanne Chang-Ponce
210-945-6440

For questions regarding post-secondary transitions, including the transition from education to employment, for students receiving special education services, contact the district's transition and employment designee:

Daria Whalen
Special Education Teacher/District Transition Designee
200 West Schlather
dwhalen@scuc.txed.net
210-945-6438

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes

- Notice,
- An opportunity for a parent or guardian to examine relevant records,
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Karis Johnson
210-945-6013

[See [A Student with Physical or Mental Impairments Protected under Section 504](#)]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

A Student Who Receives Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy [FDB\(LOCAL\) for more information.](#)]

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments,

and state-mandated assessments.

[See [English Learners](#) and [Special Programs](#)]

Students with Physical or Mental Impairments Protected Under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law--and who does not otherwise qualify for special education services--may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

[See [A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services](#) and policy [FB](#) for more information.]

Section Two: Other Important Information for Parents and Students

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact your child's campus administration.

Absences/Attendance

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6 and 18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires a student in kindergarten-grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on an applicable subject area state assessment.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment.

The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy [FEA](#) for more information.]

Compulsory Attendance-- Exemptions

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment brings a note from the health-care provider;
- Absences resulting from a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, with certification by a physician;
- For students in the conservatorship (custody) of the state,
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments. [See [Children of Military Families](#).]

Note that documented health-care appointments may include telehealth appointments. Students who are physically on campus will not be allowed to participate in telehealth or other online appointments without specific authorization from an appropriate administrator. Students should not use district-issued technology, including wifi or internet, for telehealth appointments because use of district-owned equipment and its network systems is not private and will be monitored by the district.

Secondary Grade Levels

The district will allow a student who is 15 years of age or older to be absent for one day to obtain a learner license and one day to obtain a driver's license, provided that the board has authorized such excused absences under policy [FEA\(LOCAL\)](#). The student will be required to provide documentation of his or her visit to the driver's license office for each absence and must make up any work missed. [See [Driver License Attendance Verification](#).]

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided:

- The board has authorized such excused absences under policy [FEA\(LOCAL\)](#);
- The principal has approved the student's absence; and
- The student follows campus procedures to verify the visit and makes up any work

missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy [FEA\(LOCAL\)](#), the student notifies his or her teachers, and the student receives approval from the administration prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6-12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

Compulsory Attendance--Failure to Comply

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special programs, any required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6-18

When a student ages 6-18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Ryan Clark
Coordinator of Safety/Security & Truancy
1060 Elbel Rd.
rtclark@scuc.txed.net

(210) 945-6060

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may also impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12-18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies [FEA\(LEGAL\)](#) and [FED\(LEGAL\)](#) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the administration that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the administration approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See policy [FEC](#) for more information.]

With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under [Compulsory Attendance-Exemptions](#) will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- Absences incurred due to the student's participation in board-approved

extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the student or the student's parent had any control over the absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy [FNG\(LOCAL\)](#).

Official Attendance-Taking Time (All Grade Levels)

The elementary, intermediate junior high campuses will take official attendance every day at 9:35 am. Byron P. Steele High School and Samuel Clemens High School will take official attendance every day at 10:00 am. Allison Steele ELC will take official attendance at 9:35 am and again at 1:00 pm.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the

illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

Driver License Attendance Verification (Secondary Grade Levels Only)

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/section/driver-license>.

See [Compulsory Attendance–Exemptions for Secondary Grade Levels](#) for information on excused absences for obtaining a learner license or driver's license.

Accountability under State and Federal Law (All Grade Levels)

SCUC ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at <https://www.scuc.txed.net/Page/381>. Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#).

Armed Services Vocational Aptitude Battery Test (Grades 10-12)

A student in grades 10-12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test and consult with a military recruiter.

Contact the counselor for information about this opportunity.

Awards and Honors (All Grade Levels)

See campus for specifics.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a respectful school climate; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An Internet website
- Any other Internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing

- Confinement,
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.

If a student believes that he or she has experienced bullying or witnessed bullying of another student, the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by completing the anonymous bullying incident report on the district website <https://www.scuc.txed.net/Page/326> or by using [P3campus App](#).

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See [Safety Transfers/Assignments](#)]

A copy of the district's bullying policy is available in the campus administration office, Superintendent's office, Deputy Superintendent's office, on the district's website, and is included at the end of this handbook in the form of an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [FNG\(LOCAL\)](#).

[See [Safety Transfers/Assignments](#), [Dating Violence](#), [Discrimination](#), [Harassment](#), and [Retaliation](#), [Hazing](#), policy [FFI \(LOCAL\)](#), the district's [Student Code of Conduct](#), and the [District Improvement Plan](#), a copy of which can be viewed in the campus office.]

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

Agriculture, Food, & Natural Resources	Architecture & Construction
Arts, A/V Technology & Communication	Business, Marketing and Finance
Education & Training	Health Science
Hospitality & Tourism	Human Services
Information Technology	Law & Public Service
Manufacturing	Science, Technology, Engineering & Math

Admission to these programs is open to all high school students. However, continuation of the coursework is based on the successful completion of the required pre-requisite. These programs will be offered without regard to race, color, national origin, sex, or disability. Schertz-Cibolo- Universal City ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The district 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.

For information about your rights or grievance procedures contact:

Title IX Coordinator	Section 504 Coordinator
Linda Cannon	Karis Johnson
lcannon@scuc.txed.net	kajjohnson@scuc.txed.net
(210) 945-6204	(210) 945-6013

[See [Nondiscrimination Statement](#) for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator.]

Celebrations (All Grade Levels)

Although a parent or grandparent may provide food to share for a school-designated function or for student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to provide food.[See [Food Allergies](#)]

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children which can be accessed at <https://www.scuc.txed.net/Page/32426>. Trafficking includes both sex and labor trafficking.

Warning Signs of Sexual Abuse

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See [Dating Violence Discrimination, Harassment, and Retaliation](#)]

Warning Signs of Trafficking

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in

forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older romantic partners.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or other trusted adult, it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or administration will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County.](#)]

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website.](#)

Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

Class Rank/Highest-Ranking Student (Secondary Grade Levels Only)

- The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.
- The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below, and only in the following subject areas: English, mathematics, science, social studies, and languages other than English. The calculation shall include failing grades.

For more information regarding academic achievement and class ranking please refer to SCUCISD Legal and Local policy [EIC](#) for more information.

Class Schedules (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus administration for students in grades 9-12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

[See [Schedule Changes](#) for information related to student requests to revise their course schedule.]

College and University Admissions (Secondary Grade Levels Only)

For two school years following graduation, a district student who graduates as valedictorian or in the top ten percent his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

If a college or university adopts an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2021 terms and spring 2022 term the University will be admitting the top six percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning:

- Automatic college admission
- Curriculum requirements for financial aid
- Benefits of completing the requirements for automatic admission and financial aid
- The Texas First Early High School Completion Program and the Texas First Scholarship Program

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See [Class Rank/Highest-Ranking Student](#) for information specifically related to how the district calculates a student's rank in class, and requirements for [Graduation](#) for information associated with the foundation graduation program].

[See [Students in the Conservatorship of the State \(Foster Care\)](#) for information on assistance in transitioning to higher education for students in foster care].

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9-12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), On-Ramps, or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network (TxVSN);
- Enrollment in courses taught in conjunction and in partnership with Alamo Community College District, which may be offered on or off campus;
- Enrollment in courses taught in partnership with The University of Texas at Austin On-Ramps; and
- Certain CTE courses.

A student may be eligible for subsidies based on financial need for AP or IB exam fees. See [Fees \(All Grade Levels\)](#) for more information.

A student may also earn college credit for certain Career and Technical Education (CTE) courses. See [Career and Technical Education \(CTE\) and Other Work-Based Programs \(Secondary Grade Levels Only\)](#) for information on CTE and other work-based programs.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

AP/IB

Advanced Placement (AP) Exams

Students enrolled in an AP course are expected to take the AP exam for that course. AP exams give students the opportunity to earn college credit while still in high school. Each AP course is based upon a national course outline equivalent to a college course. AP exams are given in May at the high schools. Policies for granting college credit based on performance on an AP test vary from college to college. Students should consult college admissions offices to determine individual institution policies.

International Baccalaureate (IB) Exams (Clemens only)

IB candidates will be tested at the end of each course and these exams will be graded by worldwide examiners. IB internal and external assessments are mandatory for all students in an IB course. A score of 4 or higher (out of 7) on the assessment may result in college credit. Students must take at least three (3) Higher Level (HL) Exams. This means these exams will be taken at the end of two years in a course. All other exams can be Standard Level (SL), usually after one year in a course. Two of these can be taken in the junior year.

IB candidates can also take AP exams if they so choose.

Dual Credit

The Dual Credit and Dual Enrollment programs are agreements between SCUCISD and Alamo Community College (Northeast Lakeview and St. Phillips Colleges) that will allow eligible high school students to earn college credit and high school credit simultaneously. The curriculum content addresses the competencies of the college course as well as the high school skills as required by the Texas Education Agency. Dual credit courses may require students to purchase the college textbook. A successfully completed dual credit course earns the student college credit through Northeast Lakeview College which may, in turn, transfer to other colleges/universities. Students should verify with the college they plan to attend after graduation that the course(s) will be accepted for transfer credit. A student who chooses to drop a dual credit course after the college census date may receive a W on the college transcript. Texas law prohibits students from having more than six dropped courses from all state institutions attended during their undergraduate career (including dual credit) if they entered higher education as a first-time enrolled freshman beginning the 2007 fall semester or after. *Students in dual credit courses should speak to their counselor for additional information concerning the repercussions of Q-drops.* Students who do not properly complete the drop process may receive "WF" on their college transcript. Students who do not pass a semester will no longer be eligible to participate in the program.

To be eligible for a dual credit course a student must complete all required paperwork and meet set deadlines. All students must take the TSI assessment (college placement test) unless exempt through SAT or ACT scores. Each spring semester, students interested in dual credit courses will receive a packet of instructions regarding the online college application, required forms, minimum qualifying scores, and test site information. Students who meet all requirements will be enrolled in their selected courses.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

Dual Enrollment

OnRamps is an innovative dual-enrollment program agreement between The University of Texas at Austin and SCUC ISD. The key benefit of exposure to post-secondary education is the understanding of college expectations. Additionally, students will have the opportunity to earn college credit while in high school which will reduce the cost and impact of student loans. Credit from UT is earned via the University Extension. OnRamps courses do not require admission to the University. A university faculty member develops, designs, and oversees each course in accordance the departmental guidelines. UT Austin faculty serve as instructors of record and will evaluate students' progress according to University standards. An SCUC certified faculty member will serve as the teacher of record for the high school credit of the course.

Students will be monitored throughout the year and will have to show college readiness by a predetermined date OR be passing the college portion of the course. Students will also have the opportunity to accept or decline that the grade for the dual enrollment course be added to their college transcript. If students graduate with any college credit earned through dual enrollment, they will need to have a final high school transcript sent to The University of Texas at Austin. Once UT at Austin receives the official transcript, the student will then need to request that the UT transcript be sent to the university they plan to attend.

Advanced Technical Credit

The Advanced Technical Credit Standard Articulation Agreement sets common statewide standards for the award of college credit for selected, content-enhanced high school courses. Students who successfully complete statewide-articulated secondary courses, enroll in participating public two-year colleges, and meet the requirements for award of college credit outlined in the Standard Articulation Agreement, are eligible to receive advanced technical credit from a college that offers the corresponding college course(s).

Communications (All Grade Levels)

Parent Contact Information

A parent is legally required to provide in writing the parent's contact information, including address, phone number, and email address.

A parent must provide the contact information to the district upon enrollment and again within two weeks after the beginning of each following school year while the student is enrolled in the district.

If the parent's contact information changes during the school year, the parent must update the information in writing no more than two weeks after the date the information changes.

A parent may update contact information by contacting their child's school.

Automated Emergency Communications

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See [Safety](#) for information regarding contact with parents during an emergency situation.]

Automated Nonemergency Communications

Your child's school periodically sends information by automated or pre-recorded

messages, text messages, or real-time phone or email communications that are closely related to the school's mission and specific to your child, your child's school, or the district.

Standard messaging rates of your wireless phone carrier may apply.

If you do not wish to receive such communications, please contact your child's campus administration. [See [Safety](#) for information regarding contact with parents during an emergency situation.]

Complaints and Concerns (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or administrator.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy [FNG\(LOCAL\)](#). This policy can be viewed in the district's policy manual, available online at [FNG \(LOCAL\)](#). The complaint forms can be accessed at the campus administration office.

To file a formal complaint a parent or student should complete and submit the complaint form. In general, the written complaint form should be completed and submitted to the campus administration in a timely manner.

If the concern is not resolved, a parent or student may request a conference with the Education Executive Director.

If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Conduct (All Grade Levels)

Applicability of School Rules

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—on and off campus, during remote and in-person instructions, and on district vehicles--and outlines consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Campus Behavior Coordinator

Each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as

provide a point of contact for student misconduct. The contact information for each campus behavior coordinator is available on the district website <https://www.scuc.txed.net/Page/33183>.

Deliveries

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message or a package, such as a forgotten lunch, for the student to pick up from the front office during a passing period or lunch.

Disruptions of School Operations

Disruptions of school operations is not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

Disruption of classes or other school activities while on or within 500 feet of district property includes:

- Making loud noises;
- Trying to entice a student away from, or to prevent a student from attending, a required class or activity; and
- Entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

Interference with the transportation of students in vehicles owned or operated by the district.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event and will not be readmitted.

A parent interested in serving as a chaperone for any school social events should contact the campus administration

Counseling

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

Academic Counseling

Elementary and Intermediate/Junior High School Grade Levels

The school counselor will provide information to students and parents about college and university admissions and the importance of planning for postsecondary education, including appropriate course work and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, career, and military.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or administrator to learn more about course offerings, graduation requirements, and early graduation procedures.

Each year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;

- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;
- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal, social, and family concerns, including emotional or mental health issues, and substance abuse. A student who wishes to meet with the school counselor should fill out a counselor meeting request form in the counseling office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See [Mental Health Support](#), and [Child Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children](#) and [Dating Violence](#)]

Course Credit (Secondary Grade Levels Only)

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two- part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for half (semester) with the passing grade.

Credit by Examination–If a Student Has Taken the Course/Subject (Grades 6-12)

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the campus administration or attendance committee, be permitted to earn credit or final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an examination.

If a student is granted approval to take an examination for credit, the student must score at least 70 on the examination to receive credit for the course or subject.

[See the school counselor and policy [EHDB\(LOCAL\) for more information.](#)]

Credit by Examination for Advancement/Acceleration–If a Student Has Not Taken the Course/Subject

A student will be permitted to earn credit for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district’s board of trustees. Testing windows for these examinations will be published in district publications and on the district’s website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. Please see your child’s counselor for testing schedule or visit the districts testing Credit By Examination page at: <https://www.scuc.txed.net/Page/377>. [See policy [EHDC for more information.](#)]

Kindergarten Acceleration

- Student is 5 years of age at the current school year for which tested;
- Student resides within SCUSISD. Student must provide proof by:
 - a. Registering for kindergarten in SCUCISD or
 - b. Providing proof of residency and birth certificate
- The parent or legal guardian conferences with the campus principal to discuss, request for kindergarten acceleration;
- The student’s parent or legal guardian initiates the request in writing by the registration deadlines for credit by exam;
- The student scores at or above the kindergarten end of year expectations on the district’s reading assessment by the registration deadline for credit by exam;
- The student scores at least 80 percent on each of the following kindergarten content area assessments (language arts, mathematics, science, and social studies).

Students in Grades 1-5

A student in elementary school is eligible to accelerate to the next grade level if:

- The student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies;
- A district administrator recommends that the student be accelerated, and
- The student's parent gives written approval of the grade advancement.

Students in Grades 6-12

A student in grade 6 or above will earn course credit with:

- A passing score of at least 80 on the examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

For more information, please see:

<https://docs.google.com/document/d/10Pfl8kIBVIWsBI4JJZmmOEsvwHdb17rW0R-jmbGBjBc/edit?usp=sharing>

Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and to stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the campus administration's office and in the superintendent's office or located on the district website. [See policy [FFH for more information](#).]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the

other person in the relationship or any of the person's past or subsequent partners. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

In accordance with law, when the district receives a report of dating violence, a district official will immediately notify the parent of the alleged victim and alleged perpetrator.

The counselor's office has information about the dangers of dating violence and resources for seeking help.

For more information on dating violence, see:

- Texas Attorney General's office [recognizing and responding to dating violence flier](https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf) (<https://www.texasattorneygeneral.gov/sites/default/files/files/child-support/papa/session%2010/recognizing-relationship-violence-en.pdf>)
- The CDC's [Preventing Teen Dating Violence](https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html) (<https://www.cdc.gov/violenceprevention/intimatepartnerviolence/teendatingviolence/fastfact.html>).

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at a person's religious beliefs or practices,

- accent, skin color, or need for accommodation;
- Threatening, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to:

- Touching private body parts or coercing physical contact that is sexual in nature;
- Sexual advances;
- Jokes or conversations of a sexual nature; and
- Other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good-faith report or participates in an investigation of discrimination, harassment, or dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, administration, or other district employee. The report may be made by the student's parent. [See policy [FFH\(LOCAL\)](#) and [\(EXHIBIT\)](#) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy [FFI](#) to determine if the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct, also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See [Bullying](#)]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy [FFH](#).

Investigation of Report

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy [FNG\(LOCAL\)](#).

Discrimination

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#)]

Distance Learning (All Grade Levels)

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

For more information on Distance Learning, please contact your child's counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the administration prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

[See [Remote Instruction](#)]

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [See [Extracurricular Activities, Clubs, and Organizations](#).] In addition, a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the school principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy [EHDE](#) addressing distance learning will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact *campus administration*.

Distribution of Literature, Published Materials, or Other Documents (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the administration, sponsor, or teacher. Such items may include school posters, newspapers, yearbooks, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the administration.

Non-School Materials

From Students

Students must obtain prior approval from campus administration before selling, posting, circulating, or distributing more than ten (10) copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. Approval will be granted or denied within two school days.

The campus administration will designate the appropriate location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy [FNAA\(LOCAL\)](#) for more information.]

A student may appeal a decision in accordance with policy [FNG\(LOCAL\)](#). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

[See policy [FNG \(LOCAL\)](#) for student complaint procedures.]

From Others

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy GKDA.

To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent's Department for prior review. The Superintendent's Department will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at [DGBA](#) or [GF](#).]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy [GKD\(LOCAL\)](#) or a non-curriculum related student group meeting held in accordance with [FNAB\(LOCAL\)](#).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Dress and Grooming (All Grade Levels)

The district's dress code is to teach grooming and hygiene, prevent disruptions, minimize safety hazards and maintain a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Halter tops, crop tops, corset tops, exposed midriffs, strapless and/or low-cut tops that expose breasts or cleavage, exposed backs, spaghetti straps and see-through clothing are not permitted. Undergarments shall not be visible or exposed.
- Appropriate footwear is required. Footwear that has toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited. Footwear with wheels is prohibited.
- Shorts will be permitted provided that the shorts are neatly hemmed and must be no shorter than mid-thigh. Bicycle shorts, form fitting and skin-tight shorts or pants of spandex or other similar materials may be worn with a shirt that covers the bottom. Dresses, skirts, skorts and split-skirts will be permitted provided that they are no shorter than mid-thigh when seated.
- Pants shall be worn securely at the waist. Sagging, the practice of wearing extremely loose or baggy pants below the waist is prohibited. Oversized or long clothing is not permitted. Undergarments shall not be visible or exposed. Holes in jeans exposing flesh above the mid-thigh are prohibited. Leggings/jeggings/yoga pants, etc., must have an item of clothing worn over the material that covers the bottom when sitting and standing. Nylons/hosiery/tights and garter belts are considered an undergarment that should be worn with appropriate length clothing, not above mid-thigh. Pajama pants of any type are prohibited.
- Head coverings/head gear, hats, etc., may be worn with prior approval from administration but shall not cover a student's face in a way that causes them to be unrecognizable compared to their student ID photo.
- Articles of clothing such as shirts, sweatshirts, jackets/coats have a hood, which is used to cover the head. Hoods may not be worn on top of a student's head while inside any school building.
- A student's hairstyle shall not cover their face in a way that does not make them recognizable.
- Ear pods, headphones or any other device may only be used in or on one ear, with administration or teacher approval.
- Body piercing may not present a disruption to the learning environment.
- Clothing and visible tattoos and similar body painting(s) that promote violence or

reflect gang activity are prohibited. Clothing and visible tattoos and similar body painting(s) that are considered offensive, inflammatory or disruptive to the learning environment are prohibited. This prohibition includes, but is not limited to, inappropriate advertising or statements that are offensive or inflammatory, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence and death.

If the administrator determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Electronic Devices and Technology Resources (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

The district permits students to possess personal cell phones; however, these devices must be put away and on silent during the instructional day, unless they are being used for approved instructional purposes. During all testing, cell phones must be turned off (powered down). Additionally, students may be asked to place cell phones and electronics devices in a separate area for certain testing situations. Smart watches can be worn throughout the day; however, the watch may not be used to disrupt instruction. Smart watches are considered to be in the same category as smart phones, therefore during all testing smart watches must be turned off. Students may be asked to place smart watches in a separate area for certain testing situations.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the administration's office. Students may be assigned disciplinary consequences.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy [FNCE for more information](#).]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See [Searches](#) and

policy [FNF for more information.](#)]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students must obtain approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

When students are not using the devices for approved instructional purposes, all devices must be put away and on silent during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content--commonly referred to as "sexting"--will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

End-of-Course (EOC) Assessments

[See **Graduation** and **Standardized Testing**.]

English Learners (All Grade Levels)

A student who is an English learner is entitled to receive specialized services from the district. A Language Proficiency Assessment Committee (LPAC) consisting of both district personnel and at least one parent representative, will determine whether the student qualifies for services. The student's parent must consent for any services recommended by the LPAC. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state- mandated assessments. The STAAR Spanish, as mentioned at [Standardized Testing](#), may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state- mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Extracurricular Activities, Clubs, and Organizations (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships. Participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [See [Transportation](#).]

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the [UIL Parent Information Manual](#). A hard

copy can be provided by the coach or sponsor of the activity on request.

To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

- Student safety in extracurricular activities is a priority of the district. Parents are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

- A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district during three weeks following a grade reporting period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any class. A student may not be suspended under this subsection during the period in which school is recessed for the summer or during the initial grade reporting period of a regular school term on the basis of grades received in the final nine weeks of the preceding regular school term.
- Students in advanced courses, defined by the District as Honors, AP, IB, dual credit, and dual enrollment courses, shall be required to maintain a grade average of 60 or higher in order to maintain UIL eligibility. Students who fall below this standard shall lose UIL eligibility in accordance with UIL regulations and for the period of time identical to student who will lose eligibility for non-advance courses. Students and parents should keep in mind that the passing standard for the course is 70+.
- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or a dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English may not participate in extracurricular activities for at least three school weeks of the determined UIL eligibility regain date.
- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences for competition. See [FM\(R1\)](#)
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- A student may participate in extracurricular activities if they have met UIL and SCUC attendance requirements. The decision of the teacher/coach/sponsor is final.
- The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year 22 extracurricular absences.

Enrollment: Student Activities-Contests and Competitions

All students are required to take the extra-curricular course that corresponds to an activity (Athletic period, Band period, Choir period, Dance period, Cheer period, etc.) if they intend to participate in that activity.

Acceptable reason(s) for requesting to drop an extracurricular course:

- The student needs an academic course to graduate and doesn't have room within the 8-period day to take the course.
- The student needs to retake (not audit) a course to qualify for college entrance.
- The student substitutes the extracurricular course for an advanced academic course (Honors, AP, Honors, Dual Credit, IB).

Approval will also require the student to have a full schedule with no off-campus periods.

*A "Request to Drop Extracurricular Class Period" form must be completed and submitted by the student.

*A committee comprised of the appropriate administrator, Athletic Coordinator, head coach, director, sponsor, etc. approve/disapprove the request.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers.

Fees (All Grade Levels)

Basic educational program materials are provided at no charge to a student. However, a student is expected to provide his or her own supplies, such as pencils, paper, erasers, and notebooks. A student may also be required to pay certain other costs, fees, or deposits, including:

- Materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations.
- Admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student health and accident insurance.

- 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.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

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 campus administration. [See policy [FP for more information.](#)]

Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See policies [FJ](#) and [GE for more information.](#)]

Gang-Free Zones (All Grade Levels)

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. Gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Gender-Based Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation.](#)]

Grade-Level Classification (Grades 9-12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation. A student's grade classification is stated at the beginning of the school year and is not changed during the year, unless the student is on track to graduate at the end of the spring semester. In that case, the student may be "reclassified" at midyear to senior level once the appropriate number of credits has been earned.

Credits Earned	Classification
6	Grade 10 (Sophomore)
13	Grade 11 (Junior)
19	Grade 12 (Senior)

Grading Guidelines (All Grade Levels)

Approved grading guidelines for each grade level or course will be accessible to students and their parents on the district website. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.).
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

[See [Report Cards/Progress Reports and Conferences](#) for additional information on grading guidelines.]

Graduation (Secondary Grade Levels Only)

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE), and

- Complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments:

- English I,
- English II,
- Algebra I,
- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake the assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on approved national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside of normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See [Standardized Testing](#).]

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Services;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A Personal Graduation Plan will be completed for each high school student as described.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student’s parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language arts	4	4
Mathematics	3	4
Science	3	4
Social studies, including economics	3	3
Physical education	1	1
Language other than English	2	2
Fine arts	1	1
Speech (locally required course)	0.5	0.5
Health (locally required course)	0.5	0.5
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Language other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these

decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

FAFSA or TASFA

Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

A student is not required to complete and submit a FAFSA or TASFA if:

- The student's parent submits a form provided by the district indicating that the parent authorizes the student to opt out;
- A student who is 18 years of age or older or a legally independent minor submits a form provided by the district indicating that the student opts out; or
- A school counselor authorizes the student to opt out for good cause.
- Please contact the school counselor for more information.

The district will confirm that a student has completed and submitted a FAFSA in accordance with TEA guidance. To confirm that a student has completed and submitted a TASFA, the student must submit *a copy of the confirmation page to the counselor*.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation. The school will send written notice of any such amendment made

by the student to the student's parent.

Available Course Options for All Graduation Programs

Each spring, the district will update students on courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for a course in the required curriculum other than fine arts or career and technical education (CTE), the district will offer the course the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

Upon the recommendation of the ARD committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy [FMH\(LEGAL\) for more information.](#)]

Graduation Activities

Graduation activities will include:

- Graduation Rehearsal
- Graduation
- Project Graduation*

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments or been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. Keep in mind that participating in the ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

Students who are eligible to graduate but are assigned to a disciplinary alternative education program at the end of the school year shall be allowed to participate in the graduation ceremony and related graduation activities.

Expectations for commencement must be followed in accordance with [FMH\(LOCAL\)](#).

*Project Graduation is a non-school sponsored activity and is subject to successful fundraising.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the administration and given an opportunity to volunteer.

[See the Student Code of Conduct and policy [FNA\(LOCAL\) for more information.](#)]

[See [Student Speakers](#) for student speakers at other school events.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. If a student is in need of financial assistance for graduation, he/she should contact the campus social worker or CIS program coordinator. [See [Fees](#).]

Graduation Regalia

As per board policy graduating students may wear regalia to indicate college, career

and/or military readiness per board policy/administrative regulation [FMH](#).

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Certain students who graduate early may also be eligible for the Texas First Scholarship Program.

Contact the school counselor for information about other scholarships and grants available to students.

Upon receiving a scholarship award letter, a parent or student should notify the school counselor or submit a copy of the award letter to the school counselor.

Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#).]

Hazing (All Grade Levels)

Hazing is defined as any intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiated into, affiliating with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- Any activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** and policies [FFI](#) and [FNCC for more information](#).]

Health-Physical and Mental

Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she won't be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A parent should contact the school nurse if a student has been diagnosed with COVID-19 or may have COVID-19.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Department of State Health Services (DSHS) or our local/regional health authority. The school nurse can provide information from DSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

Immunization (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized.

For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained online at [Affidavit Request for Exemption from Immunization](#) or by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347. The form must be notarized and submitted to the administration or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are:

- Diphtheria, tetanus, and pertussis;
- Polio,
- Measles, mumps, and rubella;
- Hepatitis A;
- Hepatitis B;

- Varicella (chicken pox); and
- Meningococcal.

The school nurse can provide information on immunization requirements. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at [Bacterial Meningitis](#), entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this or other vaccination requirements.

[See the DSHS website: [Texas School & Child- Care Facility Immunization Requirements and policy FFAB\(LEGAL\) for more information.](#)]

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or disease, it spreads easily through head-to-head contact during play, sports, or rest time and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website: [Managing Head Lice in School Settings and at Home](#)

[See policy [FFAA](#) for more information.]

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law. The district will not purchase nonprescription medication to give to a student. In accordance with policy [FFAC](#), authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered a nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, the student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying. A student at this level from applying his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

Asthma and Severe Allergic Reactions

A student with asthma or severe allergic reaction (anaphylaxis) may possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her health-care provider and the school nurse the ability to use the prescribed medication, including any device

required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or administration.

[See also [Food Allergies.](#)]

Steroids (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength using an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Mental Health Support (All Grade Levels)

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student to be evaluated by an appropriate medical practitioner, if appropriate. [See policy [FFEB for](#)

[more information.](#)]

For related information, see:

- **Consent to Conduct a Psychological Evaluation and Consent to Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;
- **Counseling** for the district's comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** for board-adopted policies and administrative procedures that promote student health.

Physical Activity Requirements

Elementary School

The district will ensure that students in full-day prekindergarten-grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week, in accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#).

For additional information on the district's elementary school student physical activity programs and requirements, please see the administration.

Junior High/Intermediate School

The district will ensure that students in intermediate or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters, in accordance with policies at [EHAB](#), [EHAC](#), [EHBG](#), and [FFA](#).

For additional information on the district's junior high and intermediate school physical activity programs and requirements, please see the administration.

Temporary Restriction from Participation in Physical Education

Students who are temporarily restricted from participation in physical education will not actively participate in the skill demonstration but will remain in class to learn the concepts of the lessons.

Physical Fitness Assessment (Grades 3-12)

Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to obtain the results of his or her child's physical fitness assessment conducted during the school year by contacting campus administration.

Physical Health Screenings/Examinations

Athletics Participation (Secondary Grade Levels Only)

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required to be submitted annually to the district. [See policy [FFAA](#).]

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL's explanation of [sudden cardiac arrest](#) for more information.

Spinal Screening Program

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, see policy [FFAA\(LEGAL\)](#) or contact the district Health Coordinator at 210-945-6019

Other Examinations and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

[See policy [FFAA](#) for more information.]

Special Health Concerns (All Grade Levels)

Bacterial Meningitis (All Grade Levels)

Please see the district's website [Health Services Page](#) for information regarding meningitis.

Note: Entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See [Immunization](#).]

Diabetes

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or administration for information. [See policy [FFAF\(LEGAL\) for more information](#).]

Food Allergies (All Grade Levels)

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus administration if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at <https://www.scuc.txed.net/Page/232>.

[See Celebrations and policy [FFAF](#) for more information.]

Unassigned Epinephrine - Autoinjector Parent Notification

SCUCISD is compliant with Texas SB 66 by notifying parents that emergency epinephrine autoinjectors are available on each campus for anaphylactic reactions in students previously undiagnosed with severe life-threatening allergies. Staff members training in the recognition of severe allergic reactions and administration of epinephrine are available during normal school hours. Students with known diagnosed severe allergies should continue to provide a written plan of care and emergency medications as prescribed by their physician.

Unassigned Prescription Asthma Medication

In accordance with Chapter 38, Subchapter E of the Education Code, the board has adopted a policy to allow a school nurse to administer an unassigned prescription asthma medication on a school campus to a student with diagnosed asthma if the nurse, in his or her professional judgment, reasonably believes the student is experiencing symptoms of

asthma that warrant administration of the medication and the district has obtained prior written consent from the student’s parent or guardian.

The school nurse may only administer unassigned prescription asthma medication to a student on a school campus. Please be aware that a school nurse will not always be available at a campus to administer this medication.

“Unassigned asthma medication” means a fast-acting bronchodilator delivered by metered dose inhaler with single use spacer or by nebulizer as a rescue medication, prescribed by an authorized health-care provider in the name of the district with a non-patient-specific standing delegation order for the administration of an asthma medication, and issued by an authorized health-care provider.

Seizures (All Grade Levels)

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See [A Student with Physical or Mental Impairments Protected under Section 504](#) and contact the school nurse for more information.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e- cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the [Student Code of Conduct](#) and policies at [FNCD](#) and [GKA for more information](#).]

Health-Related Resources, Policies, and Procedures

Physical and Mental Health Resources (All Grade Levels)

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The campus nurse by contacting the campus.
- The student’s school counselor.
- For local health and mental health information see the Texas Health and Human Services website at <https://hhs.texas.gov/services/health/clinics-health-organizations-resource-centers>

Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at [SCUC ISD Board Policy Manual](#).

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health:

- Suicide prevention
- Conflict resolution
- Substance abuse prevention
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

The district has developed administrative procedures as necessary to implement the above policies and plans. Please contact Cassandra Gracia, Director of Counseling at cgracia@scuc.txed.net or David Thein, District Health Coordinator, at dthein@scuc.txed.net for further information regarding these procedures and access to the District Improvement Plan.

- Violence prevention, including prevention of dating violence
- Prevention of sexual abuse, child trafficking, and other maltreatment of children
- Positive behavior interventions and support, which include grief-informed and trauma-informed care
- Mental health promotion and intervention

- A comprehensive school counseling program

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held four (4) meetings. Additional information regarding the district's SHAC is available from the District Health Coordinator.

Notification of upcoming SHAC meetings will be posted at each campus administrative office at least 72 hours before the meeting. Notification of upcoming SHAC meetings, meeting minutes, and a recording of each meeting will be posted on the district website at <https://www.scuc.txed.net/Page/243>.

[See Consent to **Human Sexuality Instruction and** policies [BDF](#) and [EHAA](#) for more information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

To encourage healthy habits in our students, the district has developed a board- adopted wellness policy at [FFA\(LOCAL\)](#) and corresponding plans and procedures to implement it. For questions about the content or implementation of the district's wellness policy and plan please contact:

David Thein
District Health Coordinator
1060 Elbel Rd., Schertz, TX 78154
dthein@scuc.txed.net
(210) 945-6019

Homework (All Grade Levels)

See [Grading Guidelines](#) **Prekindergarten - Sixth Grade, Junior High & High School**

Law Enforcement Agencies (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the administration will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the campus administration 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 at school.
- Ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the administration considers to be a valid objection.
- Ordinarily will be present unless the interviewer raises what the administration considers to be a valid objection.

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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 Family and Protective 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.
- To comply with a properly issued directive from a juvenile court to take a student into custody.

Before a student is released to legally authorized person, the administration will verify the identity and, to the best of his or her ability, will verify the person's authority to take custody of the student.

The administration will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the administration considers to be a valid objection to notifying the parents. Because the administration does not have the authority to prevent or delay a student's release to a legally authorized person, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

[See policy [GRAA\(LEGAL\)](#) for more information.]

Leaving Campus (All Grade Levels)

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the administration has granted approval because of extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary, intermediate, and junior high school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school if a parent picks the student up from campus. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary, intermediate, or junior high school be released unaccompanied.

If the student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

During Lunch: Juniors and Seniors Only

- Only students who are classified as Juniors or Seniors are eligible to leave campus for lunch and must meet eligibility requirements set by the campus.
- Students must have parental permission, indicated by returning the permission slip to the student's Assistant Campus administration. If students do not return the permission slip, they are to remain on campus during the lunch period.

- Students who return their permission slips will have a student I.D. made, indicating the off-campus privilege.
- Seniors who are required to take the State Assessment test and have not yet mastered all sections of the test will not be permitted to leave campus at lunch. Instead, they will be required to attend a remediation class.
- Any students who are currently failing classes may be denied off campus privileges in lieu of tutoring.
- Students leaving campus must return on time. Illnesses must be reported immediately to the attendance office. Persistent tardiness may result in the loss of off campus privileges. It is the students' responsibility to be aware of time changes due to testing, prep days, etc.
- Students may NOT bring any food or drink back on campus upon their return from lunch.
- Administrators reserve the right to require students to serve detentions during lunch or to remain on campus because of inclement weather conditions. Students are expected to comply with administrative requests.
- Students with off-campus privileges may not take non-authorized students off campus. This violation will result in the loss of privileges, ISS, suspension and / or placement at the district's discipline alternative school.
- Students should leave campus expeditiously and may not loiter in the parking lot or buildings. Failure to leave campus in a timely manner will result in loss of off campus privileges for the day.
- Lunch privileges may be suspended for reckless/unsafe driving.
- Leaving campus at lunch is a privilege, and therefore, subject to revocation at administrator or parent discretion.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the administration.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Students are not authorized to receive third party deliveries of any kind (flowers, food, etc.) to the school. Parents/guardian will still be allowed to drop off lunch and necessary personal items for their own child.

Lost and Found (All Grade Levels)

A lost and found collection box is located on campus. A student who loses an item should check the lost and found box. The district discourages students from bringing personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items after a period of time designated by the campus.

Makeup Work

Makeup Work Because of Absence (All Grade Levels)

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or in meeting subject or course requirements.

The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. 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.

The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold regarding the state laws surrounding "attendance for credit or final grade." [See [Attendance for Credit or Final Grade](#).]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the administration and previously communicated to students.

DAEP Makeup Work

Elementary, Intermediate, Junior High School Grade Levels

The district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Grades 9-12

If a high school student is enrolled in a foundation curriculum course at the time of removal to a disciplinary alternative education program (DAEP), he or she will have an opportunity to complete the course before the beginning of the next school year. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy [FOCA\(LEGAL\) for more information](#).]

In-School Suspension (ISS) and Out-of-School Suspension (OSS) Makeup Work (All Grade Levels)

Alternative Means to Receive Coursework

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

Opportunity to Complete Courses

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy [FO\(LEGAL\) for more information.](#)]

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, SCUC ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Linda Cannon, Title IX Coordinator
1060 Elbel Rd.
Schertz, TX 78154
210-945-6204
lcannon@scuc.txed.net

Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at

[FFH\(LOCAL\)](#).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator:

Suanne Chang-Ponce, Director of Special Education
200 W. Schlather St.
Cibolo, TX 78108
(210) 945-6440
kferguson@scuc.txed.net

For other concerns regarding discrimination, see the superintendent:

Dr. Clark Ealy, Superintendent
1060 Elbel Rd.
Schertz, TX 78154
cealy@scuc.txed.net
(210) 945-6200,

[See policies [FB](#), [FFH](#), and [GKD for more information](#).]

Nontraditional Academic Programs

Allison L. Steele ELC is the drop-out prevention high school for the Schertz, Cibolo, Universal City Independent School District. Students must qualify as "at-risk" of dropping out of high school as specified by the state of Texas in order to be considered. Students are required to have earned 10 or more credits and have passed the 9th grade STAAR EOC tests to be considered for admittance. Once the home high school counselor has determined that the student is "at-risk", then the student can begin the application process.

Students attend Allison Steele a minimum of four hours a day. They are assigned to either the morning or the afternoon session. All student class work is completed under the guidance of an appropriately certified teacher. The student-teacher ratio is small and allows for close interaction between the student and the teacher.

Allison L. Steele ELC was established in 1994 and has helped hundreds of potential high school drop-outs become successful and move one step closer to fulfilling their life goals. We are a Texas accredited high school.

Parent and Family Engagement (All Grade Levels)

Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's

involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or administration any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in intermediate and junior high school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See [Academic Counseling](#).]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or administration, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See [Report Cards/Progress Reports and Conferences](#).]
- Becoming a school volunteer. [See [Volunteers](#) and policy [GKG](#) for more information.]

Participating in campus parent organizations

- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement.

For further information, see policies at [BOA](#) and [BOB](#) and contact:

Dr. Damon Edwards
Deputy Superintendent
dedwards@scuc.txed.net
210-945-6200

- Serving on the School Health Advisory Council (SHAC), assisting the district in aligning local community values with health education instruction and other wellness issues. [See [School Health Advisory Council \(SHAC\)](#) and policies [BDE](#), [EHAA](#), [FFA](#) for more information.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. For information on regular Board meetings, see our [Board of Trustees](#) page on our website. [See policies at [BE](#) and [BED](#) for more information.]

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a

parking permit.

Students must request a parking permit and pay a fee of \$10 to park in a school parking lot. So long as space is available parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Pledges of Allegiance and a Minute of Silence (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the administration to excuse their child from reciting a pledge. [See [Reciting the Pledges to the U.S. and Texas Flags.](#)]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

[See policy [EC](#) for more information.]

Prayer (All Grade Levels)

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

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency.

In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

Elementary and Intermediate/Junior High Grade Levels

In grade 1, promotion is based on assessment methods other than numerical scores including, but not limited to, skills checklist.

In grade 2, promotion to the next grade level is based on an overall average of 70 on a scale of 100, course-level, grade-level standards (essential knowledge and skills) for all subject areas, and a grade of 70 or above in mathematics and reading.

In grades 3-8, promotion to the next grade level is based on an overall average of 70 on a scale of 100, course-level, grade level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, social studies.

If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See [Standardized Testing](#).]

A Personal Graduation Plan (PGP) will be prepared for any student at the intermediate school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the administration. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor and policy [EIF\(LEGAL\)](#).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[For information related to the development of personal graduation plans for high school students, see [Personal Graduation Plans](#).]

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level standards.

A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [See [Grade Level Classification](#).]

Students will also have multiple opportunities to retake EOC assessments. [See

[Graduation](#) and [Standardized Testing](#).]

Remote Instruction

The district may offer remote instruction in accordance with TEA guidelines.

Release of Students from School

[See [Leaving Campus](#).]

Report Cards/Progress Reports and Conferences (All Grade Levels)

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every nine weeks (grading period).

At the end of the first three weeks of a grading period (except for PK-1 students), parents will receive a progress report if their child's performance in English language arts, mathematics, science, and/or social studies is near or below 70 or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be asked to schedule a conference with the teacher. [See [Working Together](#) for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the campus administration pursuant to the board-adopted policy. Grading guidelines are designed to reflect each student's relative mastery of each assignment. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See [Grading Guidelines](#) and policy [EIA\(LOCAL\)](#) for more information.]

Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the administration in accordance with [FNG\(LOCAL\)](#).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three (3) days. The district may communicate academic information about a student electronically, including for progress reporting purposes. An electronic signature will be accepted by the district, but parents are entitled to request the option to provide a handwritten signature of acknowledgment instead.

Retaliation

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#).]

Safety (All Grade Levels)

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Wear school issued identification card. It must be on their person, above the waist, with the student's picture clearly visible at all times.
- Any head coverings, hats, hoodies, and hair style/length may not cover a student's face.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by <https://www.p3campus.com/campus/index.htm>.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

In SCUCISD, safety in the science classroom is the first priority for students and teachers. To ensure a safe science classroom, a list of rules has been developed and provided to you on Science Safety Contracts website <https://www.scuc.txed.net/Page/23204>.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Insurance for Career and Technical Education (CTE) Programs

If the board purchases accident, liability, or automobile insurance coverage for students and businesses involved in the district's CTE programs.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

Periodically, the school will conduct preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Preparedness Training: CPR and Stop the Bleed

The district will annually offer instruction in CPR at least once to students enrolled in grades 7-12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7-12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland](#)

[Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

Emergency Medical Treatment and Information

All parents are asked each year to complete a medical care authorization form, providing written parental consent to obtain emergency treatment and information about allergies to medications or drugs. Parents should contact the school nurse to update emergency care information (name of doctor, emergency phone numbers, allergies, etc.).

The district may consent to medical treatment, which includes dental treatment, if necessary, for a student if:

- The district has received written authorization from a person having the right to consent;
- That person cannot be contacted; and
- That person has not given the district actual notice to the contrary.

The emergency care authorization form will be used by the district when a student's parent or authorized designee is unable to be contacted. A student may provide consent if authorized by law or court order.

Regardless of parental authorization for the district to consent to medical treatment, district employees will contact emergency medical services to provide emergency care when required by law or when deemed necessary, such as to avoid a life-threatening situation.

Emergency School Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that district needs to notify parents of early dismissal, delayed opening, or restricted access to campus because of severe weather, a security threat or another emergency cause.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes. State law requires parents to update contact information within two weeks after the date the information changes.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways:

- District Website: If schools are closed, a message will be posted on the school website at <http://www.scuc.txed.net/>.
- Phone Message: An automated phone message with school closing notification will be sent to the numbers of all students
- TV Stations: KSAT-TV (Channel 12), KENS-TV (Channel 5), KABB-TV (Channel 29), WOAI-TV (Channel 4)

- Radio Stations: KTSA 550 and WOAI 1200.

[See Automated Emergency Communications.]

SAT, ACT, and Other Standardized Tests

[See **Standardized Testing**.]

Schedule Changes (Intermediate/Junior High and High School Grade Levels)

All classes are created on the basis of the student requests made during the spring preregistration. Pre-registration determines class seats available, textbooks, supplies ordered, teachers, and room assignments. Therefore, schedule changes must be strictly limited and controlled by the counselors and administration, and no change is guaranteed. Students in Honors/AP courses will be required to stay in those courses for six weeks before any schedule changes will be considered.

Prior to the six-week request, students must have attended tutorials for the course and the teacher, parent, and student must have engaged in a conference to determine the best placement for the student. Any other requests for a schedule change must be made in writing no later than the tenth day of the school year. These written requests for changes must be submitted to the appropriate counselor. Changes will be approved **ONLY** at the discretion of the student's counselor and the school administrator. Teacher changes will only be considered after the parent, student, and teacher meet to determine a plan to resolve parental concerns and all other options are exhausted. Lunch period change requests will not be considered without a doctor's note. All student requests for schedule changes must be submitted to the counseling office and have administrative approval for the following reasons:

Administrative Changes (no penalty):

- a. Mechanical error corrections.
- b. Changes to meet graduation requirements.
- c. Changes necessitated by failures.
- d. Classroom balancing.
- e. Within department changes recommended by teacher.
- f. Necessitated by health and recommended by the school nurse.
- g. Prior completion of the course in summer school.
- h. Changes in special programs as recommended by the teacher and approved by campus administration.
- i. Administrative changes with principal approval.

Procedure for Changes

1. Student consults with his/her parents, teacher, and counselor to determine the appropriateness or validity of the change.
2. Student completes a "Request for Schedule Change" form and returns it to the counseling office to be approved/disapproved by administration and counselor.
3. The counseling office will process the approved change if it is approved and give the student a schedule change form. The student must show this notice to all teachers involved and return textbooks to the appropriate administrative office/location.

School Facilities

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Maintenance Department at 210-945-6243.

Food and Nutrition Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

To apply for free or reduced-price meal services, contact:

Sonnette Lewis
Slewis@scuc.txed.net
210-945-6045

[See [policy CO](#) for more information.]

Key elements in the development of a student charge plan must include the following:

- Prepayment of meals is highly recommended through an online service at myschoolbucks.com or onsite at each campus. Parents are strongly encouraged to continually monitor their child's meal account balance.
- Parents will be notified of their student's exhausted balance through an automated system for phone calls and/or emails for negative balances. In addition, parents may set up low balance reminders through the online payment system (myschoolbucks.com) and auto bank draft for a designated amount.
- All students must have a positive balance on their meal account to purchase A La Carte Items.
- All grades: A student may charge a total of 3 school days (grace period) on their meal account. When meal charges are exceeded at lunch, a deli meal that meets the Federal meal pattern will be served at the price of the student's eligibility until charges are paid in full. In the District's efforts to minimize overt identification, this

meal choice is available to all students as a choice on a regular meal service line.

- SCUC ISD will collect on all unpaid meal charges. The parent/guardian should repay any charges that have accrued before the end of the school year and for charges incurred prior to the federally funded meal application approval.

The school district will provide notice to all parents on an annual basis prior to the opening day of school during online registration/first day information packet and to all transfer students throughout the school year.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus administration. [See policy [FFA for more information.](#)]

Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Department at 210-945-6243.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the posted times at each campus.

Use of Hallways during Class Time (All Grade Levels)

During class times, loitering or standing in the halls is not permitted, and a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the administration before and after school. These groups must comply with the requirements of policy [FNAB\(LOCAL\)](#).

A list of these groups is available in the principal's office.

School-sponsored Field Trips (All Grade Levels)

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip that is not required as part of a basic educational program or course to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need. The district is not responsible for refunding fees paid directly to a third-party vendor.

Searches

Searches in General (All Grade Levels)

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion, voluntary consent, or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property (All Grade Levels)

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors (All Grade Levels)

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See [policy CQ](#) for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See [Electronic Devices and Technology Resources](#) and policy [FNF\(LEGAL\)](#) for more information.]

Trained Dogs (All Grade Levels)

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave

personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

Vehicles on Campus (Secondary Grades Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See [Dating Violence, Discrimination, Harassment, and Retaliation](#).]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact their child's campus administrator or Student and Employee Services Department.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These exams are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate exam to take. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that freshmen-level students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

Advanced Placement (AP) Exams

AP exams give students the opportunity to earn college credit while still in high school. Each AP course is based upon a national course outline equivalent to a college course. AP exams are given in May at the high schools. Policies for granting college credit based on performance on an AP test vary from college to college. Students should consult college admissions offices to determine individual institution policies.

International Baccalaureate (IB) Exams (Clemens only)

IB candidates will be tested at the end of each course and these exams will be graded by worldwide examiners. IB internal and external assessments are mandatory for all students in an IB course. A score of 4 or higher (out of 7) on the assessment may result in college credit. Students must take at least three (3) Higher Level (HL) Exams. This means that these exams will be taken at the end of two years in a course. All other exams can be Standard Level (SL), usually after one year in a course. Two of these can be taken in the junior year. IB candidates can also take AP exams if they so choose.

Note: Testing procedures for TSI, PSAT, SAT, ACT, AP, and IB exams are determined by the testing agency. Questions regarding testing procedures may be directed to the counselor.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

Exceptions may apply for students enrolled in a special education program if the admission, review, and dismissal (ARD) committee concludes the student has made sufficient progress in the student's individualized education plan (IEP). [See [Promotion and Retention](#) for additional information.]

STAAR Alternate 2 is available for eligible students receiving special education services

who meet certain state-established criteria as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

Failure to Perform Satisfactorily on STAAR Reading or Math

If a student in grades 3–8 does not perform satisfactorily on the state assessment, the district will provide accelerated instruction for the student. A student who does not attend accelerated instruction may violate school attendance requirements.

For a student who does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8, the district will establish an accelerated learning committee (ALC), which includes the student's parent, to develop an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the next school year. The district will document the educational plan in writing and provide a copy to the student's parent.

The parent of a student in grades 3, 5, or 8 who fails to perform satisfactorily on the math or reading assessment may:

- Request that the district consider assigning the student to a particular classroom teacher in the applicable subject area, if more than one classroom teacher is available.
- File a grievance or complaint regarding the content or implementation of the ALC's educational plan. See Complaints and Concerns (All Grade Levels) on page **Error! Bookmark not defined.** and FNG(LOCAL).

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grades 3–8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science prior to high school.

Standardized Testing for a Student in Special Programs

Certain students—some with disabilities and some classified as English learners—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Personal Graduation Plans - Junior High School Students

For a junior high-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).

School officials will also develop a PGP for a junior high-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items:

- Identify the student's educational goals,
- Address the parent's educational expectations for the student, and
- Outline an intensive instruction program for the student.

[See the school counselor and policy [EIF\(LEGAL\)](#) for more information.]

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[See [Personal Graduation Plans](#) for information related to the development of personal graduation plans for high school students.]

High School Courses–End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal ARD committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

[See [Graduation](#).]

Failure to Perform Satisfactorily on an EOC

If a student does not perform satisfactorily on an EOC, the district will provide accelerated instruction.

Failure of a student to attend accelerated instruction may result in violations of required school attendance.

Students in Foster Care (All Grade Levels)

In an effort to provide educational stability, the district will provide enrollment and registration assistance, as well as other educational services throughout the student's enrollment, to any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care).

Please contact a district social worker with any questions.

[See [Students in the Conservatorship of the State \(Foster Care\)](#).]

Students Who are Homeless (All Grade Levels)

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources with you that may be able to assist families.

For more information on services for homeless students, contact the campus administration. Students Who are Homeless information can be found on the district website <https://www.scuc.txed.net/Page/32505>.

[See [A Student Who is Homeless](#).]

Student Speakers (All Grade Levels)

The district provides students the opportunity to introduce some school events as listed in [FNA\(LOCAL\)](#). If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy [FNA\(LOCAL\)](#)

[See [Graduation](#) for information related to student speakers at graduation ceremonies and policy [FNA\(LOCAL\)](#) regarding other speaking opportunities.]

Summer School (All Grade Levels)

Summer School information can be found on the district website <https://www.scuc.txed.net/Page/26687>

Tardies (All Grade Levels)

A student who is more than 10 minutes tardy to class may be assigned to detention hall or given another appropriate consequence.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials (All Grade Levels)

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

A student who is issued a damaged item should report the damage to the teacher.

Any student does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Transfers (All Grade Levels)

The administration is authorized to transfer a student from one classroom to another.

The superintendent designee is authorized to investigate and approve transfers between schools.

[See [Safety Transfers/Assignments](#), [Bullying](#), and [Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services](#), for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designed by the parent. [See School-sponsored Field Trips.]

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school and to any students who are experiencing homelessness. This service is provided at no cost to students.

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The district has identified the following areas where hazardous conditions exist for

students who live within two miles of the campus:

I-10, I-35, FM1103, FM1518, FM3009, FM78, Pat Booker, and rural isolated areas without walkways. Because students in these areas might encounter hazardous conditions when traveling to and from school independently, the district will provide transportation to these students. Please contact transportation for additional information at 210-945-6224.

A parent may designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact transportation for additional information at 210-945-6224.

Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver’s directions at all times.
- Be present at the bus stop at least 10 minutes prior to the designated bus arrival time.
- Wait in an orderly line away from the curb before carefully and safely boarding. Never run to, from, or around the bus.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment. Students who damage SCUC ISD property will be charged for the damages.
- Not bring large items such as band instruments or class projects which are too large to be held in the student’s lap and/or obstruct the driver’s view. For instruments, anything larger than a trumpet is too large to carry on the bus.

Allowed on the bus	Not allowed on the bus
Alto Saxophone	Cellos
Bassoons	Basses
Clarinets	Baritones
Flutes	Baritone Saxophones

French Horns	Euphoniums
Mini Baritones	Tuba
Oboes	
Piccolos	
Soprano Saxophone	
Standard drum kit	
Tenor Saxophone	
Trombones	
Violas	
Violins	

- Not bring food on the bus due to choking hazards and food allergies.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules and not use unacceptable language. Talk quietly to avoid distractions for the driver.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver’s signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.
- Students will get on/off the bus at the approved stop. Any deviation must be approved by the school administration.

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of the privilege to ride in a district vehicle.

[See the [Student Code of Conduct](#) for provisions regarding transportation to the DAEP.]

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor

student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The administration will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Director of Special Education, who the district has designated to coordinate the implementation of and compliance with this law.

[See [EHBAF\(LOCAL\) for more information.](#)]

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and comply with all applicable district policies and procedures. All visitors will be required to show driver's license, state identification card, or military identification card.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See [Consent to Video or Audio Record a Student when Not Already Permitted by Law](#) for video and other recording by parents or visitors to virtual or in-person classrooms.]

Classroom/Classroom Visitation

Visits to the campus or individual classrooms during school hours shall be permitted only with the campus administration's prior approval and in consultation with the teacher and as per all Memorandum of Understanding (MOU) with district partners. District partners participate on school and district improvement teams, advisory committees and specific task forces. Campus/Classroom visits shall not be permitted if:

- a. The visitor has been disruptive to the normal school or learning environment;

- b. The duration or frequency of the visits interferes with the delivery of instruction or disrupts the normal school environment; or
- c. The requested visit involves a third party, other than a school official, parent or guardian, observing or providing specialized services to a student.

Disruptive Conduct

If a visitor's conduct becomes disruptive, abusive, threatening, or violent, the administration may require the visitor to leave immediately. Depending on the severity of the conduct, the visitor may be prohibited from being present on any District property for a period of time authorized by the Superintendent or the Superintendent's designee.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with [FNG\(LOCAL\)](#) or [GF\(LOCAL\)](#).

Visitors Participating in Special Programs for Students

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

Volunteers (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please visit:

<https://www.applitrack.com/scuctxed/onlineapp/default.aspx?Category=Volunteer%2fMentor#> for more information and to complete an application.

The district does not require state criminal history background checks for volunteers who are parents, guardians, or grandparents of a child enrolled in the district.

Subject to exceptions in accordance with state law and district procedures, other volunteers will be subject to a state criminal history background check, and the volunteer must pay all costs for the background check.

Voter Registration (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the administration's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the administration. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Glossary

Accelerated instruction, also referred to as **supplemental instruction**, is an intensive supplemental program designed to help an individual student acquire the knowledge and skills required at his or her grade level. It is required when a student does not meet the passing standard on a state-mandated assessment.

Accelerated learning committee (ALC) is a committee that must be established when a student does not perform satisfactorily on the math or reading assessment in grades 3, 5, or 8. The committee includes district personnel and the student's parent and develops an educational plan for accelerated instruction to enable the student to perform at the appropriate grade level by the end of the next school year.

ACT or, the American College Test, is one of the two most frequently used colleges or universities admissions examinations. The test may be required for admission to certain colleges or universities.

ACT-Aspire is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ARD stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

CPS stands for Child Protective Services.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DFPS stands for the Texas Department of Family and Protective Services.

DPS stands for the Texas Department of Public Safety.

ED stands for the U.S. Department of Education.

EOC (end-of-course) assessments are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

ESSA is the federal government in December 2015.

FERPA refers to the federal Family Educational Rights and Privacy Act, which grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.

IEP stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

PGP stands for Personal Graduation Plan, which is required for high school students and for any student in intermediate/junior high school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT. It also serves as the basis for awarding of National Merit Scholarships.

SAT refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to help ensure that local community values and health issues are reflected in the district's health education instruction, as well as assist with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a

disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-Mandated Assessments are required of students at certain grade levels and in specified subjects. Except under limited circumstances, students must pass the STAAR EOC assessments to graduate. Students have multiple opportunities to take the tests, if necessary, for graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle; sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP; and outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAC stands for the Texas Administrative Code.

TEA stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

TEC stands for the Texas Education Code.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TSI stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

TXVSN stands for the Texas Virtual School Network, which provides online courses for

Texas students to supplement the instructional programs of public-school districts. Courses are taught by qualified instructors and are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Appendix: Freedom from Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [FFI](#). Below is the text of SCUCISD's policy [FFI\(LOCAL\)](#) as of the date that this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

Policy [FFI\(LOCAL\)](#) adopted on 11/15/2017

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see [FFH](#). Note that [FFI](#) shall be used in conjunction with [FFH](#) for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see [FFG](#).

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District

investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date

of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.