

Samuel Clemens Buffaloes



Byron P. Steele Knights



High School

Student/Parent

Handbook

2013-2014

WHAT TO DO IF. . . .

You need to see the principal or a vice-principal--
GO TO THE MAIN OFFICE.

You desire a schedule change--
GO TO THE COUNSELING OFFICE.

You are late to school--
GO TO THE ATTENDANCE OFFICE.

You have been absent--
BRING A NOTE STATING THE DATE AND REASON FOR ABSENCE SIGNED BY A PARENT OR GUARDIAN. TAKE THE NOTE TO THE ATTENDANCE OFFICE BEFORE SCHOOL OR WHEN YOU RETURN TO SCHOOL. NOTES MUST BE PRESENTED WITHIN 3 DAYS OF THE ABSENCE.

You have lost a textbook--
CHECK WITH YOUR TEACHERS AND LOOK IN THE LOST AND FOUND (BOOK ROOM).

IF YOU CANNOT FIND YOUR BOOK, YOU MUST PAY FOR IT AT THE MAIN OFFICE.

You have found textbook or personal articles that are not yours--
TURN THEM IN TO THE FRONT OFFICE.

You want to leave your classroom--
EMERGENCY ONLY! / WRITTEN PASS BY YOUR TEACHER.

You become ill--
GET A NOTE FROM YOUR TEACHER AND REPORT TO THE CLINIC (OFFICE AREA).
DO NOT LEAVE CAMPUS UNTIL YOU CHECK OUT THROUGH THE ATTENDANCE OFFICE.

You want an announcement made--
TURN IT IN TO THE PRINCIPAL'S OFFICE BEFORE 8:30 A.M. FOR APPROVAL.

You want advice about personal problems, college, scholarships, etc.--
SEE YOUR COUNSELOR.

You want a transcript of your record--
SEE THE REGISTRAR IN THE COUNSELING OFFICE.

You want information about any phase of school--
READ HANDBOOK, ASK A TEACHER, COUNSELOR, VICE-PRINCIPAL OR THE PRINCIPAL.

You need a parking sticker--
GO TO THE FRONT OFFICE.

You want to enjoy school--
GET INVOLVED IN SCHOOL ACTIVITIES, SET REASONABLE GOALS AND STRIVE TO ACCOMPLISH THEM, AVOID GRIPE GROUPS, GET TO KNOW YOUR TEACHERS, COUNSELORS, AND PRINCIPALS, BE FRIENDLY TO ALL....

FOREWORD

The purposes of this handbook are (1) to serve as a guide to both students and teachers; (2) to establish, through definite information, correct school habits and a certain mental attitude toward the school and all its activities; (3) to give the parents information concerning the organization and administration of the curricular and extracurricular work of the school; and (4) to integrate and coordinate all school activities into an enriched program.

Parents, as well as students and teachers, are urged to become familiar with the handbook. It should be kept for a reference throughout the school year.

STATEMENT OF PHILOSOPHY

The high school campus, recognizing the changes brought about by the rapidly expanding technology and the particular needs expressed by the local community, exists to provide an environment for learning that will permit each individual to achieve his/her fullest potential. Toward that end, it is important not only to provide instruction in the fundamental and traditional elements of education, but also to provide learning experiences that will prepare students to become creative, productive, functioning members of society.

We strongly believe that each student has worth and deserves to be treated with dignity, regardless of individual differences. The school should provide an environment that stimulates curiosity and allows students to pursue interests that will contribute to making him or her a better citizen. Students are encouraged to consider learning a lifetime process.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Asbestos Law Compliance Notice

The Schertz, Cibolo, Universal City ISD (SCUCISD) has complied with a federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, each campus houses a copy of its management plan, and a copy of the master plan is housed at the facilities and construction building. These copies are available for public viewing.

Any questions concerning this matter should be directed to the Director of Facilities and Maintenance, Designated Person for the SCUCISD, at 210-945-6243.

2013- 2014 Public Notification of Nondiscrimination in Career and Technical Education Programs

Schertz-Cibolo-Universal City ISD offers career and technical education programs in Agriculture, Food and Natural Resources, Architecture and Construction, Business Management and Administration, Education and Training, Finance, Health Science, Hospitality and Tourism, Human Services, Information Technology, Law, Public Safety, Corrections and Security, and Marketing, Sales and Service. Admission to these programs is based on enrollment in SCUCISD secondary schools.

It is the policy of SCUCISD not to discriminate 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.

It is the policy of SCUCISD not to discriminate 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.

SCUCISD 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 the Title IX Coordinator, Director of Human Services, and/or the Section 504 Coordinator, at 1060 Elbel Road, Schertz, TX 78154, 210-945-6200.

Schertz-Cibolo-Universal City ISD ofrece programas vocacionales en Agriculture, Food and Natural Resources, Architecture and Construction, Business Management and Administration, Education and Training, Finance, Health Science, Hospitality and Tourism, Human Services, Information Technology, Law, Public Safety, Corrections and Security, and Marketing, Sales and Service. La admisión a estos programas se basa en SCUCISD numero de estudiantes en seconderia.

Es norma de SCUCISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de SCUCISD no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

SCUCISD tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, y/o el Coordinador de la Sección 504, en 1060 Elbel Road, Schertz, TX 78154, 210-945-6200.

Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for 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 to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First
Partners Resource Network

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

Contact Person: Director of Special Education
Phone Number: 210-945-6200

Asistencia para estudiantes que tienen dificultades de aprendizaje o necesitan servicios de educación especial

Si un niño tiene dificultades de aprendizaje, el padre puede comunicarse con la persona mencionada abajo para informarse sobre la remisión a educación general en términos generales o sistema de evaluación para los servicios de apoyo del distrito. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo remisiones para una evaluación de educación especial. Los estudiantes que tienen dificultades en el aula normal deberían tomarse en cuenta para tutoría, compensación y otros servicios de apoyo académicos o del comportamiento que están disponibles para todos los estudiantes, incluyendo un proceso basado en la respuesta a intervención (RtI). La implementación de la respuesta a intervención tiene el potencial de tener un efecto positivo en la habilidad de los distritos de cubrir las necesidades de todos los estudiantes con dificultades.

El padre tiene derecho, en todo momento, a solicitar una evaluación para los servicios de educación especial. En un periodo de tiempo razonable, el distrito debe decidir si dicha evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que provea un consentimiento informado por escrito para realizar la evaluación. El distrito debe completar la evaluación y el informe en 60 días del calendario desde la fecha en que el distrito recibió el consentimiento escrito. El distrito debe darle al padre una copia del informe de la evaluación.

Si el distrito determina que no es necesaria la evaluación, el distrito le proporcionará al padre un aviso previo por escrito que explica por qué no se evaluará al niño. El aviso por escrito incluirá una explicación que les informa a los padres sobre sus derechos, si están en desacuerdo con el distrito. El distrito tiene la obligación de darles a los padres el Aviso Sobre Procedimientos de Protección- Derechos de los Padres de Estudiantes con Discapacidades. El distrito escolar tiene información adicional sobre IDEA en un documento complementario Guía para el Proceso de Admisión, Revisión y Retiro.

Los siguientes portales de internet proveen información a aquellas personas interesadas en obtener información y recursos específicos para estudiantes con discapacidades y sus familias:

Texas Project First
Partners Resource Network

La persona designada con quien se debe comunicar para obtener información sobre las opciones para un niño que tiene dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona con quien comunicarse: Director de Education Especial
Número de teléfono: 210-945-6200

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SUPERINTENDENT OF SCHOOL
Dr. Greg Gibson

BOARD OF TRUSTEES

David Pevoto.....President
Edward Finley, Jr.Vice President
Mark WilsonSecretary
Robert WestbrookAssistant Secretary
Gary InmonTrustee
Scott HarrodTrustee
George RicksTrustee

SAMUEL CLEMENS HIGH SCHOOL
ADMINISTRATION 945-6501

Missy SosaPrincipal
Amanda Gonzales (A-Cr)Vice-Principal
Terri Henry (Cu-Henry).....Vice-Principal
Randal Clasen (Hern-Mede)Vice-Principal
Stacey Fizer (Medi-Sande)Vice-Principal
Jereme Matthews (Sandi-Z)Vice-Principal
Billie AlvarezPrincipal's Secretary
Chris GonzalezVice-Principal Secretary
Claudia KeyesVice-Principal Secretary

COUNSELORS 945-6526

New Counselor (A-Cr)Counselor
Andrea Garza (Cu-Henry)Counselor
Kay Dunkley (Hern-Mede)Counselor
Christine Civello (Medi-Sande)Counselor
Rebecca Soto (Sandi-Z)Counselor
Jessica LiraStudent Services Counselor
Elda ApostolowRegistrar
Kim CobinData Processor
Petra AlmanzaCounselor Secretary

ATTENDANCE 945-6520

Camille BrannonAttendance

DIRECTORS AND DEPARTMENT LEADERS

Jared Johnston.....Athletic Coordinator
Robert Petrisky.....Fine Arts Coordinator
Amanda Holman.....Career & Technology
Stephanie MartinezEnglish
Josephine RodriguezWorld Languages
Dawn GrayMathematics
Cyndi WhitsonScience
Connie BakerSocial Studies
John West.....Special Education

School Colors.Blue and Gold
School Mascot.Buffalo

School Song

"TO THE GOLD AND ROYAL BLUE"

To Samuel Clemens High School You guide us in each task we meet

We sing this hymn of Praise.
Your courage and your spirit
Will strengthen all our days.

Our hearts inspired and true
Are loyal, ever faithful to
Your GOLD AND ROYAL BLUE.

Byron P. Steele, II High School
ADMINISTRATION 619-4000

Mike Wohlfarth Principal
Trina Simmons - (A-C)..... Vice-Principal
Robert Cisco – (D-Heq)..... Vice-Principal
Ruth Yamaguchi – (Her-Mc)..... Vice-Principal
Chris Hutton – (Me-Saq) Vice Principal
Debra Hirsch – (Sar-Z) Vice-Principal
Dee Dee ChildPrincipal's Secretary

COUNSELORS 619-4000

Cassandra Gracia (A-C) Counselor
Michelle Garcia (D-Heq) Counselor
Rubina Sanchez (Her-Mc) Counselor
Lisa Ranallo (Me-Saq) Counselor
Robert Rogers (Sar-Z) Counselor
Araceli Trejo Student Services Counselor
Perri Alvarado Registrar
Christine Ruiz Data Processor
Maribel Hernandez (A-C) Counselor/VP Receptionist
Tammi Biggs (D-Heq) Counselor/VP Receptionist
Gina Showman (Her-Mc) Counselor/VP Receptionist
Laura Lauber (Me-Saq) Counselor/VP Receptionist
Nancy Rodriguez (Sar-Z) Counselor/VP Receptionist

ATTENDANCE 619-4003

Jo Ann Patterson.....Attendance

DIRECTORS AND DEPARTMENT LEADERS

Scott Lehnhoff Campus Athletic Coordinator
Steven Deater Fine Arts
John Holm Career & Technology
Lisa Magnusson, Susan Shires English
Rosa Armijo..... World Languages
Amanda Hartson Mathematics
Janet Kalinowski Science
Tom Grier Social Studies
Susan Schulze..... Special Education

School Colors.Black and Silver
School Mascot.Knight

Steele Alma Mater

Oh, Steele High School
All hail to thee.
Home of honor, truth, and dignity
Forever loyal, brave and right we,
Sing our praise to hallowed Knights.

And though we go our separate ways,
True to Black and Silver all our days.
Beneath the blue of Texas sky
Stands our alma mater, Steele High.

SCHOOL CALENDAR FOR 2013 - 2014

First Teaching Day August 26, 2013
 Last Teaching Day..... June 5, 2014

HOLIDAYS

Labor Day September 2, 2013
 Veteran's Day November 11, 2013
 Thanksgiving November 25 - 29, 2013
 Midwinter Break December 23 – January 3, 2014
 Martin Luther King Day January 20, 2014
 Spring Break..... March 10-14, 2014
 Easter April 18, 2014
 Memorial Day May 26, 2014
 Independence Day July 4, 2014

TEACHER STAFF DEVELOPMENT/WORK DAYS - STUDENT HOLIDAYS

August 15–23, 2013
 October 14, 2013
 February 17, 2014

FALL SEMESTER

First Nine Weeks	43 Days	Aug. 26 - Oct. 25
Second Nine Weeks	44 Days	Oct. 28 – Jan. 17
Total	87 Days	

SPRING SEMESTER

Third Nine Weeks	43 Days	Jan. 21 - Mar. 28
Fourth Nine Weeks	47 Days	March 31 – June 5
Total	90 Days	

TOTAL NUMBER OF TEACHING DAYS	177
TOTAL NUMBER TEACHER STAFF DEVELOPMENT/WORK DAYS	10
TOTAL	187

Bad Weather Make-up Days: Feb. 17 & June 6



SAMUEL CLEMENS HIGH SCHOOL

1001 Elbel Rd. Schertz, Texas 78154 Phone (210) 945-6501 Fax (210) 945-6590 www.scuc.txed.net

- ★ High Achievement For All Students
- ★ Highly Qualified and Well-Trained Staff
- ★ Effective and Efficient District Operations



Missy Sosa
Principal

August 2013

It is my pleasure and privilege to welcome you to the 2013-2014 school year at Samuel Clemens High School. The faculty and staff are eagerly waiting to meet our new students and families and catching up with returning families and students.

At Samuel Clemens High School our commitment is to meet the varied needs of our students by cultivating a positive learning environment that challenges and encourages all learners. The faculty and staff are committed to providing our students with the education they will need to become productive members of society.

We here at Samuel Clemens High School will continue to focus on excellence in student achievement, and making the 2013-'14 school year one to be remembered and celebrated. We have set high goals and expectations for our school and student body, and will work diligently to meet all the challenges that this school year brings. I encourage every student to be an active learner, and to discover his or her own personal niche at school—whether it is as a member of the band, choir, an athletic team, Student Council, Theater, U.I.L. Academics, or whatever interests you—nurture your talents and share them with your Clemens family. We are strong because each of us has something meaningful to contribute.

This handbook is intended to be informative. It provides you with the policies, procedures, curricular and co-curricular opportunities, and other information pertinent to Samuel Clemens High School. We encourage you to read and discuss its contents and to use the handbook as a reference when questions arise during the year. Help us by signing and returning the signature page handed out during the first days of school. Please note that this handbook is also available for your online review at www.scuc.txed.net/SamuelClemens.cfm.

On behalf of the Samuel Clemens High School staff, I wish you a successful school year.

Sincerely,

Missy Sosa
Principal

★ SCUCISD Mission Statement ★

Schertz-Cibolo-Universal City ISD provides a safe, secure and challenging learning environment, through the responsible use all resources, to afford opportunities for all students to realize their individual potential and to become productive member of society.



BYRON P. STEELE II HIGH SCHOOL

1200 FM 1103 - Cibola, Texas 78154 Phone (210) 619-4000 Fax (210) 619-4057 www.scuiprod.net



Mike Wohlfarth
Principal

- ★ High Achievement For All Students
- ★ Highly Qualified and Well-Trained Staff
- ★ Effective and Efficient District Operations

August, 2013

On behalf of the faculty and staff, it is my honor and privilege to welcome you to Byron P. Steele, II High School for the 2013-2014 school year! We are eager to begin the year and anticipate much excitement as we approach the challenges and opportunities that this school year looks to provide. I encourage you and your family to be part of this excitement.

Our number one commitment is to provide our students with the opportunity to get the best possible education. That has long been the expectation of the patrons of this district and our schools have always met, if not exceeded that expectation. Along with that, we are committed to making this an experience that all of our stakeholders-our students, staff, parents and community-can look back upon with a great deal of pride.

No one can deny that the key to success in high school is establishing a climate that promotes collaboration in the learning process. We must all work together to make this a place where learning is the top priority and where students grow to understand their role in their own success. We have always held the belief that we are fortunate to live in a community in which our students have not only risen to that challenge, but have exceeded our expectations. We are a community that prides itself on producing students who are productive citizens determined to make a difference in our world.

I encourage you to take the time to make yourself familiar with the contents of this handbook. Help us by signing and returning the signature page given out during the first day of school. It is my sincere hope that your time at Steele High School is a positive one that provides you with lasting memories of a great experience.

GO KNIGHTS!!!

Mike Wohlfarth
Principal

★ SCUCISD Mission Statement ★

Schertz-Cibola-Universal City ISD provides a safe, secure and challenging learning environment, through the responsible use of all resources, to afford opportunities for all students to realize their individual potential and to become productive member of society.

Samuel Clemens Bell Schedule for 2013-2014 School Year

Period 1	8:40 – 9:30
Period 2	9:35 – 10:30 (5 min. for Pledges, Moment of Silence, Announcements)
Period 3	10:35 - 11:25 (A Lunch)
Period 4	11:30 – 12:20 (B Lunch)
Period 5	12:25 – 1:15 (C Lunch)
Period 6	1:20 – 2:10 (D Lunch)
Period 7	2:15 – 3:05
Period 8	3:10 – 4:00

Byron P. Steele II High School 2013-2014 School Year

Period 1	8:40-9:30
Period 2	9:35-10:30 (5 minutes for Pledges, Moment of Silence, Announcements)
Period 3	10:35-11:25
A Advisory	10:35-10:50 (15 minutes)
A Lunch	10:55-11:25 (30 minutes)
Period 4	11:30-12:20
B Lunch	11:30-12:00 (30 minutes)
B Advisory	12:05-12:20 (15 minutes)
Period 5	12:25-1:15
C Advisory	12:25-12:40 (15 minutes)
C Lunch	12:45-1:15 (30 minutes)
Period 6	1:20-2:10
D Lunch	1:55-1:50 (30 minutes)
D Advisory	1:55-2:10 (15 minutes)
Period 7	2:15-3:05
Period 8	3:10-4:00

ATTENDANCE

The expectation of the High School Faculty and Staff is for each of our students to reach his/her maximum potential. Achieving this potential is virtually impossible without regular attendance.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by the students and to solicit assistance from parent(s) or guardian(s) in accomplishing this objective.

An ABSENCE is defined as non-attendance in a regularly scheduled class or activity, regardless of the reason for such non-attendance. Both excused and unexcused absences are treated equally for purposes of meeting the 90% requirement. **Section 25.092 of the Texas Education Code states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.**

Absences that will not be used in figuring the 10% are:

- a. School related activity absences and
- b. Absences due to religious activities

If a student has unexcused absences on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period from school, both the student and his/her parents can be subject to criminal prosecution under Sections 25.093 and 25.094 of the Texas Education Code. Further, if a student is absent from school without excuse on three days or parts of days within a four-week period: (1) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and (2) the parent is subject to criminal prosecution under Texas Education Code Section 25.093; and (3) a conference is needed between school officials and the parent(s) to discuss the absences.

A student absent from school shall provide a note that describes the reason for absence. The student's parent or guardian shall sign the note. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

Students are identified as TRUANT by having three or more unexcused absences in one or more classes within a four week period or three or more tardies (over 10 minutes late for class) in one or more classes. For truancy purposes, unexcused absences are calculated by class period(s).

Students with unexcused absences and/or tardies may be processed for appearance in TRUANCY COURT as appropriate. It is important that students take responsibility for documenting absences through the Attendance Office as appropriate.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments for a student or a child of a student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the healthcare provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state, Mental health or therapy appointments; or Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Absence Procedures

Students will be counted as unexcused absent if 10 minutes late to class. When a student is absent and returns to school, he/she must report to the Attendance Office prior to the first period of the day. The student must bring a note within 3 days from the parent/guardian with the date(s) of and reason for the absence, parent/guardian signature and telephone number to call in case of questions. (Texas Education Code 25.087) PARENTS/GUARDIANS ARE REQUESTED TO CALL THE ATTENDANCE CLERK BETWEEN 7:30 AND 9:30 A.M. ON THE DAYS THE STUDENT WILL BE ABSENT. In case of an anticipated long period of absence due to extended illness or injury, the student's counselor and the Attendance Office should be contacted immediately by the parent. All requests for makeup work should be directed to the student's teacher. E-mail addresses are available on the campus website. Excuses may not be accepted after the allotted three days.

Absences will be carefully recorded in the Attendance Office for each class period.

A student who either commences classes or returns the same day of a medical appointment shall be counted present. An official note from the doctor must be presented to attendance office within 72 hours.

Credit Denial

36-Week Classes: Once a student reaches 10 absences, a warning letter will be sent to the student/parent/guardian by the attendance committee. When a student has accumulated 19 absences, credit will be denied no matter if the absence is excused or unexcused.

18-Week Classes: Once a student reaches 5 absences, a warning letter

will be sent to the student/parent/guardian by the attendance committee. When a student has accumulated 10 absences, credit will be denied no matter if the absence is excused or unexcused.

If credit is denied, contact should be made to the appropriate Vice Principal to discuss restoration options.

After discussion with the Vice Principal, the student and/or parent have the right to appeal to the campus Attendance Committee. The committee will review individual credit denials and make the **final** decision regarding restoration options.

It is the student/parent(s)/guardian(s) responsibility to provide all documentation to the Attendance Committee when appealing loss of credit.

Failure of students to comply with directives set by the Attendance Committee will result in an automatic loss of credit.

TEA/Attendance Verification Form

These forms are required by the Texas Department of Public Safety to insure school attendance for drivers' license applications. Students must attend each class 90% of the days the course is offered in order to be in compliance with DPS requirements. School officials cannot waive this requirement by the Texas Department of Public Safety. Specific information about this requirement can be found at the DPS website.

Student Records – Notice of Parent and Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Schertz-Cibolo-Universal City Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. The principal 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.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and

consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual

education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records are also released pursuant to a court order or lawfully issued subpoena. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Students 18 years of age or older and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. [See FNG (Local) for the applicable complaint procedure.] Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$0.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours or at another agreed-upon time, upon written request of the parent, one copy of the record will be provided at no charge.

The District's complete policy regarding student records is available from the principal's or superintendent's office. Reference SCUCISD Board

Policy FL (LEGAL) and FL (LOCAL).

Directory Information

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting the information unless the parent objects to the release of the directory information about the student. If you do not want Schertz-Cibolo-Universal City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by within 10 (10) District business days of receipt of this notice.

Schertz-Cibolo-Universal City School District has designated the following information as directory information: a student's name, address, e-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, electronic images, dates of attendance, awards received in school, and the most recent previous school attended by students.

Federal law requires school districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher learning, on request, with the name, address and telephone number of a secondary student unless the parent has advised the school district that the parent does not want the student's information disclosed without the parent's written consent. Schertz-Cibolo-Universal City School District receives such assistance, and is subject to this requirement.

Make-Up Work

A student absent from class/school is required to make up all work missed or receive a zero for the assigned work. All requests for makeup work should be directed to the student's teacher. E-mail addresses are available on the campus website. All work missed by the student will be made up in a reasonable time, to be determined by the teacher; however, in no event will the student be given less than the same number of days that the student missed to make-up the work. It is the student's responsibility, not the teacher's, to make arrangements for such make-up. Generally a written assignment is required for all absences. Students who will be missing classes due to school related absences are encouraged to obtain their assignments prior to the absence from their teachers.

Any student with unexcused absences from class/school is required to make up all work missed and will only receive a maximum of 70 for that assigned work.

STUDENTS WHO ARE ABSENT FROM SCHOOL FOR ANY REASON
(unless the absence is due to a school related activity, excused religious

activity, or documented medical or court appointment) WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL RELATED ACTIVITIES ON THAT DAY OR EVENING.

Permission to Leave School

When a student boards a school bus or steps on campus he/she is considered to be "in school" and must check out through the attendance office, even if the first bell has not rung.

Students who find it necessary to leave school during the school day for any reason (doctor appointments, etc.) will come to the attendance office to obtain an early dismissal slip. Verification of the reason will be secured by the attendance office. **If a student leaves the campus for any reason without an early dismissal slip, he/she will be considered truant from school.**

In case of a medical emergency (illness, accident, etc.) a student should report to the school clinic, where he/she will sign in and be checked by the nurse. Parents will be notified as appropriate. Students must sign out with the nurse before returning to class. If it is necessary for a student to leave campus for additional medical attention, with or without parents, he/she must obtain an early dismissal slip from the nurse. It is the responsibility of the student and parent to provide the school with home and business phone numbers so that parents may be notified immediately should such an emergency arise.

Unexcused Absences

When a student is absent from school, without the knowledge and consent of his/her parents, it is an unexcused absence. Students are required to make-up all work missed following an unexcused absences with the highest grade of a 70. Absences and tardies such as the following are considered unexcused, but not limited to:

1. Trips with parents
2. Baby-sitting
3. Car trouble
4. Missed bus
5. Over-sleeping
6. DPS – Drivers' License visits
7. Other absences deemed unexcused by school administration

Tardiness

Students will be counted absent (unexcused) if 10 minutes late to class. Tardy lockouts will occur at administration discretion. A tardy student is subject to disciplinary action. Habitual cases will result in corrective measures and require parent conferences. The tardy policy will be as follows:

A student is marked tardy to class if he or she is not in the assigned place when the tardy bell rings.

1st	Warning by teacher.
2nd	Detention hall assigned and held by teacher and parent contact by phone or conference.
3rd	Referral to appropriate administrator; two D-halls.
4th	Three D-halls and parent contact.
5th	Overnight Suspension or In School Suspension (ISS)

- Parent contact will be made by the teacher at the 3rd, 5th, and any subsequent tardies.

ACADEMIC INFORMATION

The School Year

The school year will be composed of two semesters. Each semester will be approximately 90 days in length. Each student's school day is composed of seven 50-minute periods of instruction and one lunch period.

Admission Policy

To be eligible for admission to grades nine through twelve, a pupil must have successfully completed the previous grade or its equivalent. Pupils who transfer from nonaccredited schools may be admitted to the grade recommended by that school on a probationary basis and must show proficiency in each course through a credit by exam. Out-of-state transfer students must complete all graduation requirements.

All freshmen must provide updated registration information including proof of residency, social security card, vaccination information and birth certificate.

Classification

Classification is based on the number of units previously earned. 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. For students entering high school in the 2007-2008 school year (incoming freshman) and in subsequent years, the following guidelines will be used to determine classification:

1. A sophomore must have six (6) units of credit toward graduation.
2. A junior must have thirteen (13) units of credit toward graduation.
3. A senior must have nineteen (19) units of credit toward graduation.

Withdrawal Procedure

The parent/guardian of a student withdrawing from High School must give the Principal a statement of the reason for withdrawal. This withdrawal request must be made in person. Books and other school-owned materials must be turned in before the withdrawal is complete. A copy of the withdrawal form is to be taken to the school in which the student enrolls. Other records will be sent at the written request of the receiving school.

Grading System

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with school district grading policy, as determined by the Board of Trustees. The Board's decision may not be appealed. [Education Code Section 28.0212].

Numerical grades will be recorded on the 0-100 scale (letter grades will not be used). The grades on report cards, grade sheets, and permanent record cards will be numerical grades. A minimum course grade of 70 is necessary for a student to receive credit for a course. A student will be awarded one credit at the end of a 2 semester course (36 weeks) in which he/she has earned a final course grade of 70 or better. A student will receive $\frac{1}{2}$ credit at the end of an 18 week course in which he/she has earned a semester average grade of 70 or higher. A 36 week course is NOT broken down into two semester grades that stand alone. Instead the two semester grades averaged together must result in a 70 or higher in order to earn credit for the course. Example—A student has a failing average at the end of first semester but has a high enough grade the second semester to average out above 70 will receive 1 (one) credit for the course. Conversely, a student could have an average above passing the first semester, but make a grade low enough the second semester that the course average does not result in a 70 for the course and the student does not earn credit. Once a student has successfully completed a course the same course may not be retaken.

Examinations

All classes are required to give exams. No early or second examinations will be given.

Exam Exemptions

The exam exemptions extend to only 36 week courses and include grades 9-12. Students may earn exemptions by a variety of methods, including course GPA/Absences, passing TAKS Testing, passing EOC Tests, and taking AP Exams.

1. A student with no more than 2 absences must have a minimum

course GPA of 80 with no referrals to the office for tardies. A student can have no more than 4 absences with a minimum course GPA of 87 and no referrals to the office for tardies. If a student has no more than 6 absences he/she must have a minimum course GPA of 92 and no referrals to the office for tardies. Tardies apply only to the class for which the student would be exempt. Three tardies per class will be counted as 1 unexcused absence.

2. School related absences will not be counted toward the exam exemption. If a student has a medical appointment, he/she must bring an official note from the doctor and be in school for a portion of the day.
3. All exempt students must attend school for ADA accounting during final exams. This includes the classes exempted.
4. All students have the option of taking any final exams for which they are exempt.
5. Information and forms will be available approximately 2 weeks before exams.
6. To be eligible for EXAM exemptions, student financial accounts must be cleared. This may include but is not limited to Library fines, textbooks, equipment, uniforms, etc.

Academic Dishonesty

Students found to have engaged in academic dishonesty may be subject to disciplinary penalties and grade penalties on assignments and tests. Students discovered cheating on any assignment (including, but not limited to examinations, quizzes, papers, projects, worksheets), providing assistance, or copying the work of others may receive a "0" for the assignment and may not be allowed to make it up. This includes plagiarism, which is the use of another person's original ideas or writing without giving credit to the true author. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employees. Parent/Guardian contact will also be made by the teacher.

Academic Dishonesty involves unethical actions by a student to gain an unfair academic advantage. Such violations include, but are not limited to, the following actions:

1. Plagiarism
 - a. Submitting a paper, examination, or other assignment as one's own when it was written or created by another individual.
 - b. Verbatim copying, in part or whole, of another's writing without

proper citation and acknowledgement of the source in an accepted documentation format.

- c. Paraphrasing or restating someone else's ideas without proper acknowledgement of such text.
- d. Falsely citing a source or attributing work to a source from which the referenced material was not obtained.
- e. Fabricating or altering data.

2. Cheating

- a. Giving/receiving/using unauthorized aid on in-class or take-home examinations.
- b. Giving/receiving/using unauthorized aid on class work, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. If approved by the teacher, group study/peer collaboration may be acceptable; students must follow teacher guidelines concerning group study/peer collaboration.

Consequences for Academic Dishonesty / Cheating:

Parental contact will be made by teacher and a grade change of zero and loss of credit may be given. Repeated offenses can lead to more serious actions.

Weighted Grading System, Class Rank and Honor Graduates

Senior class rank shall be recalculated after completion of the fall semester. Seniors designated as honor graduates, including valedictorian and salutatorian, shall have their class rank calculated again following the completion of the third nine-week grading period. In order to qualify for valedictorian or salutatorian, you must have been in attendance in an SCUC High School for the current academic school year by the end of the first week of school. The average of grades for the third nine-week grading period shall be used as an additional semester grade in this final class ranking. A GPA will be calculated for all students, however only those in recommended or higher graduation plans will be ranked.

This policy is designed to give more emphasis to courses that require higher levels of academic understanding. Grades earned in correspondence courses, home school courses, credit by exam, Allison Steele Enhanced Learning Center (and similar programs), summer enrichment programs and high school courses taken in junior high school will not be considered when determining grade point average and ranking in the class. All grades that appear on the transcript including failing grades, repeated courses, summer school, night school, and college courses taken for high school credit shall be included in determining a student's grade point average and ranking in class.

Courses designated as IB (International Baccalaureate), AP (Advanced Placement), honors, and enriched will receive additional points when

calculating grade point averages. IB and AP courses will receive 12 extra points after successfully completing the course, honors courses will receive 10 extra points, and enriched courses will receive 5 extra points for each course with a 70 or above. Additional points are used only to determine a student's grade point average and class rank and are not reflected in the actual grade recorded on the student's academic achievement record, the student's report card, or the teacher's grade book.

Application of the weighted grading system to courses transferred from other school districts will be based on the type of course (honors, enriched) indicated on the transcript from the former school. Only courses available to students at the SCUC High School where they are enrolled will receive the extra weights.

Advanced Courses
(These courses may be waived by the Principal for UIL Eligibility purposes)

CLASS CATEGORIES FOR GPA WEIGHT AVERAGING

Category I-Enriched
 Anatomy & Physiology
 French III, IV
 German III, IV
 Spanish III, IV, V
 Pre Calculus

Category II-Pre AP & Honors
 Pre AP English I, II
 Honors Geometry
 Honors Algebra II/Dual Credit
 Pre AP Pre Calculus
 Pre AP Pre Calculus Dual Cr.
 Pre AP Biology
 Pre AP Chemistry I
 Pre AP Physics
 Pre AP French I, II, III
 Pre AP Spanish I, II, III
 Pre AP German I, II, III
 Honors US History Dual Cr.
 Honors U.S. Gov't Dual Cr.

Category III-AP
 AP English III, IV
 AP Calculus AB/BC
 AP Biology
 AP Chemistry
 AP Physics
 AP World History
 AP U.S. History
 AP Psychology
 AP U.S. Government
 AP Comp. Science
 AP German V
 AP French IV, V
 AP Spanish IV, V
 AP Economics
 AP Statistics
 AP Human Geography
 AP Environmental Sci.

*Category IV Pre IB
 Pre IB English I
 Pre IB English II
 Pre IB Algebra II
 Pre IB Geometry
 Pre IB Biology
 Pre IB Chemistry
 Pre IB Spanish I
 Pre IB Spanish II
 Pre IB Spanish III
 Pre IB World History
 Pre IB World History

*Category V IB
 IB English III, IV
 IB Math A
 IB Math Study A
 IB Theory of Knowledge
 IB Art III, IV
 IB Biology
 IB Physics
 IB Spanish IV, V
 IB History of Americas I, II
 IB Psychology
 IB American History I, II
 IB Theatre Arts III
 IB Theatre Arts IV

*Offered only @ Samuel Clemens High School

HONOR GRADUATES

<u>Honor Graduate Designation</u>	<u>Cumulative Grade Average</u>
Summa cum Laude	100
Magna cum Laude	95 - 99
Cum Laude	90 – 94

Honors and Advanced Class Exemption for Extracurricular/Other Activities

A student shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district during the 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. Although the principal may remove this suspension for honors or advanced courses, it is on a case by case basis which the student must initiate by following the proper campus procedure.

Progress Reports - Report Cards

A noncustodial parent may request in writing that the district provide them with a copy of any written notification relating to student misconduct that is generally provided by the District to a student's parent or guardian.

Progress Report/U.I.L. Eligibility Grade Range Progress Report will be sent home every 3rd week if the student is failing or close to failing. Report cards will be mailed on or about the following dates:

November 1, 2013
April 4, 2014

January 24, 2014
June 13, 2014

A teacher-initiated progress report will also be sent at any time a student is failing, is close to failing, or has displayed a marked change in achievement. Parents may call the guidance office secretary for a telephone conference with the teacher or to set up a meeting with the teacher. Report cards will be mailed following the end of each 9-week grading period showing 9-week grades.

Teachers must contact (phone or e-mail) parents when a student receives a failing grade for a 9 week grading period and/or for the final grade average.

Scheduling of Classes - Schedule Changes

Seniors must be registered for six (6) class periods of work with the classes scheduled consecutively to include a lunch period at mid day. All other students must be enrolled for seven (7) class periods of work, with the classes scheduled consecutively.

Counselors meet with students in the Spring to discuss which courses are needed to meet graduation requirements and the student's academic needs. Students and parents must carefully consider the selection of subjects, since schedules are developed and teachers are assigned based on courses selected.

Student schedules will be computer-generated during the summer months based on courses selected during the spring. A list of courses will be distributed to students during PREP Days in August. The PREP Day dates will be published through local media and the marquee located in front of the school.

Schedule Change Policy

All classes are created on the basis of the student requests made during the spring pre-registration. Pre-registration determines class seats available, textbooks, and supplies ordered, teachers, and room assignments. Therefore, schedule changes must be strictly limited and controlled by the counselors and administration. Students in Pre AP/AP courses will be required to stay in those courses for 6 weeks before any schedule changes will be considered.

Any 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 principal.

All student requests for schedule changes must be made in the Guidance 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 wisdom or validity of the change.
2. Student completes a "Request for Schedule Change" form and returns it to the Guidance Office to be approved/disapproved by administration and counselor.
3. The Guidance 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 teachers of dropped courses.

Gifted - Talented Program

Gifted and talented are those students who are capable of high performance and who demonstrate outstanding abilities in one or more of the following areas: specific academic aptitude, creative and productive thinking, critical thinking, and leadership. The High School Program for the Gifted and Talented is designed to meet the needs of students of significantly high aptitude, achievement, and motivation. The special program provisions are designed to meet their educational needs, as well as to assist them in realizing their potential contributions to self and society. In order to accomplish these goals, students identified as gifted and talented are provided the following opportunities:

1. Students may take honors and advanced courses in all offered disciplines.
2. Honors courses for students who wish to prepare for the Advanced Placement Examinations.
3. Gifted-Talented seminars with specific focus will be offered during the year.

Tutorial Services

The High School teachers shall provide tutorial services in all subjects. Each department (Math, English, etc.) will schedule, publicize, and staff 2 hours of tutorials per week for the general student population. Individual teachers may also schedule tutorial times for their students. Students are encouraged to schedule tutorials before and after school and/or at lunch according to arrangements made with the individual teachers. Students have access to tutorials as well as to the library, and computer labs.

Non-accredited Schools and Home Schooling

Students seeking credit for coursework from non accredited schools or from home schooling will be required to test for each course after providing documentation of coursework completed.

Correspondence Courses

Courses must be taken from an institution of higher education approved by the Commissioner of Education. Grades earned in correspondence courses shall not be used in computing class rankings. Counselor approval is required prior to coursework.

College Courses

Courses may be taken for college credit through special arrangements and with prior administrator approval.

Credit by Examination

There are two types of credit by examination.

1. For Acceleration Without Previous Instruction:

Credits required for graduation may be earned through credit by examination. Grades received through credit by examination will not be used in calculating grade point averages and class rank. According to TEA, a grade of 90 must be achieved to receive credit by examination for acceleration for courses not previously taken. Dates for credit by examination will be:

November 15, 2013

December 16, 2013

April 17, 2014

April 25, 2014

2. With Prior Instruction

Students may earn credit by examination in any academic course at the secondary level with the prior approval of the appropriate counselor. To be eligible to earn credit by examination, a student shall have had prior instruction in the course. Credit by examination with previous instruction is available through Texas & Texas Tech universities. To receive credit, students shall score a grade of 70 or above on the examination.

To obtain information regarding Credit by Examination, see your counselor.

GRADUATION REQUIREMENTS

Course descriptions are available in the Course Selection Newspaper distributed each year at registration. Candidates for graduation must meet the one of the graduation plans available to them. See counselor for graduation requirements.

DISTINGUISHED ACHIEVEMENT PROGRAM

(ADVANCED HIGH SCHOOL PROGRAM)

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in the arts, sciences, business, industry, or in community service. This plan differs from the Recommended Plan in that it also requires a 3rd unit of a language other than English and 2 1/2 units in the student's "option" category. Students must also complete any combination of four of the following Advanced Measures an original research project, test data (AP Merit Commended Scholar or higher), and a grade of 3.0 or higher on college courses.

Students entering Grade 9 in the 2007-2008 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements for the Recommended High School program or the Distinguished Achievement High School Program as well as mastery of all Exit Level Texas Assessment of Knowledge and Skills or EOC tests. These requirements are specified below:

RECOMMENDED PLAN

English	4 units
Mathematics (Algebra I, Geometry, Algebra II plus 1 of the following: Pre Calculus, Calculus, Mathematical Models w/Applications, AP Statistics, if Math Models w/Applications is chosen, it must be taken before Algebra 2 is taken.)	4 units
Science (Biology, Chemistry, Physics, plus 1 more from state approved list-see course selection newspaper)	4 units
Social Studies (World Geography, World History, U.S. History, Government (1/2))	3 1/2 units
Economics	1/2 unit
Language other than English (must be the same language)	2 units
Health	1/2 unit
Speech	1/2 unit
Fine Art	1 unit
Physical Education	1 unit
Electives	5 units
Total	26 units

*The requirements of the distinguished achievement program remain the same.

High School diplomas for all graduates will be the same. The type of graduation program completed will be designated by the applicable seal on the academic achievement record (transcript).

GRADUATION EVENTS

Honors Night Recognition

Students may be recognized for outstanding achievement in school at Honors Night in the spring. Awards are presented to students who have demonstrated outstanding ability in the areas of academic and career & technology or who have provided distinctive service to their class, organization, or school.

Graduation

1. High school diplomas will be withheld from students who have not passed the exit level TAKS or EOC's examination or have credit denials by the end of their twelfth grade year.
2. All candidates for graduation from High School must wear academic caps and gowns at the graduation exercises. All students are required to meet dress codes and to practice for the graduation ceremony.
3. Principal, counselor, and parental approval will be required for early graduation, provided that the student meets all state requirements. Early graduates may participate in the Junior-Senior Prom and all appropriate senior activities.
4. All diplomas will be awarded at the end of the school year.
5. No student shall participate in graduation ceremonies unless the student has successfully met all state and local course/credit requirements.
6. All graduates must clear all obligations prior to receiving their diplomas.

Foreign Exchange Students

The number of foreign exchange students is limited to six (6) per year on a first come/first serve basis. Course work from the home country will be considered, however, grades will not be included in grade point average.

Foreign exchange students will not be ranked and cannot graduate.

GUIDANCE PROGRAM

The following student personnel services will be provided:

1. Educational Planning: Counselors will assist individuals and groups in planning high school programs to meet future college and career needs.
2. Career Guidance: Career information and counseling services are provided through the guidance program.
3. Pupil Appraisal: Testing and evaluation service is available to provide interest and ability tests to assist students in their self-appraisal and planning.
4. Records Maintenance: Students' cumulative record folders will be maintained in the Registrar's office to assist in student planning, class registration, and to provide a repository and source of appropriate information.

Testing Program

The principal will designate an appropriate individual on the campus to develop and administer personal graduation plans for students in Grades 6-12 who have failed a state assessment instrument or are not expected to graduate by the end of the fifth school year after enrolling in ninth grade. A student's IEP is acceptable for use as the student's personal graduation plan. For a student in a special education program not performing satisfactorily on state assessments, the ARD committee is responsible for designing such a program.

1. Beginning with the Class of 2011 (9th graders during 2011-12), students must pass with a Satisfactory score on the STAAR end of course assessment in order to meet graduation requirements. Although TAKS is no longer the State assessment, students who were required and have not mastered TAKS still need to fulfill this requirement.

2013-2014 TAKS TEST SCHEDULE

Oct.	21 (Mon.) 22 (Tues.) 23 (Wed.) 24 (Thurs.)	Exit Level ELA (Re-test) Exit Level Math (Re-test) Exit Level Science (Re-test) Exit Level Social Studies (Re-test)
March	3 (Mon.) 4 (Tues.) 5 (Wed.) 6 (Thurs.)	Exit Level ELA (Re-Test) Exit Level ELA (Re-Test) Exit Level Science (Re-test) Exit Level Social Studies (Re-test)
April	21 (Mon.) 22 (Tues.) 23 (Wed.) 24 (Thurs.)	Exit Level ELA (Re-test) Exit Level Math (Re-test) Exit Level Science (Re-test) Exit Level Social Studies (Re-test)
July	7 (Mon.) 8 (Tues.) 9 (Wed.) 10 (Thurs.)	Exit Level ELA (Re-test) Exit Level Math (Re-test) Exit Level Science (Re-test) Exit Level Social Studies (Re-test)

2012 – 2013 STAAR Test Schedule

Dec.	2 (Mon.) 3 (Tues.) 4 (Wed.) 5 (Thurs.) 6 (Fri.)	English I Writing English I Reading English II Writing English II Reading All Make-up Sessions
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Assessment Window

Dec.	2-13	Algebra I, Biology, U.S. History
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March	31 (Mon.)	English I
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April	1 (Mon.) 2 (Tues.) 4 (Fri.)	English II English I & III Reading All Make-up Sessions
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Assessment Window

May	5-9	Algebra I, Biology, U.S. History
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July	7 (Mon.) 8 (Tues.) 11 (Fri.)	English I English II All Make-up Sessions
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Assessment Window

July	7-11	Algebra I, Biology, U.S. History
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2. Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT): The PSAT is a standardized test taken by

high school students across the nation each October. Over 600 corporations, colleges and universities, private foundations, and other organizations support this scholarship competition. Students must be juniors in high school to qualify for scholarships, but sophomores also take the test. The date of the test will be Wednesday, October 16, 2013. All sophomores and juniors are required to take the test at the district's expense.

3. College admissions tests: Most four year colleges and universities require either the ACT (American College Testing) or the SAT Reasoning Test (Scholastic Aptitude Test) for admission, scholarship awards, guidance, and placement. These tests are similar in design to many standardized tests. The SAT 1 measures writing, and verbal and mathematical reasoning abilities. The ACT provides scores in English, math, reading, science reasoning, and writing (optional, but recommended).

Students are encouraged to take college admission tests by the end of the junior year or very early in the senior year. Many scholarship and admission procedures have fall deadlines. Test results are used by some colleges for advanced placement. The tests are administered periodically throughout the year at area high schools and universities. A fee is charged to take either of these tests.

Students register directly with the corporations offering college admission tests. Registration packets are made available in the Guidance Office, or students may register online, for SAT: www.collegeboard.com, and for ACT: www.actstudent.org

The Samuel Clemens School Code Number is 446365.

The Byron P. Steele, II High School Code Number is 446008.

A limited number of fee waivers are available for eligible students.

Testing Dates for 2013-2014

PSAT – October 16, 2013 at school
October 18, 2013 at testing centers

<u>ACT Test Date</u>	<u>Registration Deadline</u>
*September 21	August 23
October 26	September 27
December 14	November 8
February 8	January 10
*April 12	March 7
June 14	May 9

*Given at Steele - September

*Given at Clemens 9 April

<u>SAT Test Date</u>	<u>Registration Deadline</u>
October 5	September 6
*November 2	October 3
December 7	November 8
*January 25	December 27
March 8	February 7
*May 3	April 4
June 7	May 9

*Steele High School - September

*Clemens High School - April

4. Armed Services Vocational Aptitude Battery (ASVAB): Juniors and seniors may take the ASVAB when it is offered at each High School or any time at a recruiting center. The test battery has ten sub-tests, and the results are reported as an academic composite and occupational composites in (1) mechanical and crafts, (2) business and clerical, (3) electronics and electrical, and (4) health, social and technology. The ASVAB is provided by the armed services.

College Admission Requirements

All students are encouraged to consult the counselors early in their high school experience regarding their post-high school planning. Students should begin gathering information on college admission requirements as freshmen. College entrance requirements change periodically; therefore, students should consult with the counselors for details at regular intervals. Every student planning to enter an institution of higher learning should carefully study the admission requirements of the particular university or college he/she plans to enter. The Guidance Office maintains current college and vocational school reference books for the use of students and parents. Colleges and universities maintain websites on the Internet with information regarding admission requirements.

College/University Visits

Juniors and seniors may make two college visits per year. Students must make arrangements prior to the visit with their assigned Vice Principal/Counselor and must bring signed confirmation from the college/university of their visits immediately upon their return to school. These absences will be coded 0 meaning that the absence will be excused with full makeup **but will count against exam exemptions.**

School Records

Upon request of the receiving school, school records are sent for students who transfer to another public school.

Transcripts

Students enrolled may request a transcript be sent to a college or university or to a prospective employer or scholarship by filling out a transcript request form in the Registrar's Office. The first requested transcript is free; all additional transcripts will cost \$1 each. All debts and obligations must be cleared before transcripts will be forwarded. Transcripts prepared for scholarship applications for enrolled students are free of charge.

COMPUTER USE AND INTERNET ACCESS POLICIES

PART A - COMPUTER USE

The Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material that you might find objectionable. While the district will take reasonable steps to preclude access to such materials and does not encourage such use, it is not possible for us to absolutely prevent such encounters.

1. Students may not use the Internet at Schertz-Cibolo-Universal City ISD (SCUCISD) without parental approval.
2. All use of SCUCISD computers and access to the Internet must be in support of education and research and be consistent with policies and goals of the SCUCISD.
3. Any use of SCUCISD computers for commercial and/or for profit purpose is expressly prohibited.
4. The use of SCUCISD computers for product advertisement and/or endorsement or political lobbying or campaigning is prohibited.
5. Users shall not seek information on, obtain copies of, modify files, or other data, or passwords belonging to other users.
6. No use of SCUCISD computers shall serve to disrupt the use of computers by others; hardware and/or software shall not be destroyed, modified, vandalized, or abused in any way. Vandalism includes any attempt to harm or destroy data of another user.
7. Use of SCUCISD computers to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited on SCUCISD computers and computing systems.
9. Use of SCUCISD computers to access or process inappropriate text and/or graphics files, or files dangerous to the integrity of the SCUCISD is prohibited.
10. The illegal installation of copyrighted software for use on SCUCISD computers or computing systems is prohibited.
11. Any violations of the use of the Internet should be reported to the teacher or supervisor assigned to the user.
12. The above list is not intended to be all-inclusive.

PART B - MONITORED USE - TRANSMISSIONS ARE NOT CONFIDENTIAL

There is no right to privacy in the use of SCUCISD computers and networks. Electronic Mail transmissions and other use of SCUCISD electronic communications systems shall not be considered confidential and may be monitored at any time to ensure appropriate use for educational or administrative purposes.

PART C - DISCIPLINARY ACTIONS FOR MISUSE OF INTERNET ACCESS PRIVILEGES

Users found in violation of SCUCISD policies will be subject to one or more disciplinary actions based upon the severity of the infraction and the Discipline Management Code. These consequences may include assignment to alternative school. Applicable State and Federal guidelines will be followed for students receiving special education services.

STUDENT ACTIVITIES AND ORGANIZATIONS

The High Schools of SCUC ISD offer varied opportunities for its students to participate in activities, clubs, and organizations. Academic, vocational, service, honor societies, and University Interscholastic League (U.I.L.) activities are available.

Student clubs and performing groups such as the band, choir, drill and athletic teams may establish rules of conduct--and consequences for misbehavior--that are stricter than those for students in general. If a violation of those stricter guidelines is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

Participation is optional, but highly encouraged. All organizations operate

under the supervision of a faculty sponsor. Each club or organization must have a constitution on file in the principal's office. All club and organization funds are handled through the principal's office. New clubs may be organized when interest justifies and with approval of the principal.

Requests for all fund raising projects and/or other activities must be approved in advance by the principal.

The following clubs, organizations, and activities are available to the students of High School:

U.I. L.:

Academics

Athletics

Music (Band, Choir & Orchestra)

One Act Play

Sports:

Cross Country (girls/boys)

Football

Baseball (boys)

Basketball (girls/boys)

Golf (girls/boys)

Softball (girls)

Soccer (girls/boys)

Swimming (girls/boys)

Tennis (girls/boys)

Track (girls/boys)

Volleyball (girls)

Wrestling (girls/boys)

Clubs and Organizations:

Air Force Junior ROTC

Art

Astronomy

Athletic Booster

Band

Band Booster

Dance Teams

Pep Squads

Dance & Pep Squad Booster

Bowling

Business Professionals of America

Cheerleaders

Cheerleaders Booster

Chess

Choir

Choir Boosters

Class of 2014

Class of 2015

Class of 2016

Class of 2017
Creative Writing
Distributive Education Club of America
Ecology
Family, Career, & Community Leaders of America
Fellowship of Christian Athletes
FFA – Future Farmers of America
French
German
Guitar Club
Health Occupations Students of America
Imani Multi-Cultural Club
Japanese
Key Club
Vocational Industrial Clubs of America - Law Enforcement
Mu Alpha Theta
National Animation Society of America
National Art Honor Society
National Forensic League
National Honor Society
Spanish Club
Student Council
Students For A Peaceful Society
Student Health & Fitness Club
Thespians
Yearbook

*Student requests vary from year to year and on each campus.

National Honor Society

PURPOSE -

The NHS is an organization for students who want to learn more than what is expected of them in the classroom. A member of the NHS is a student of good character, has concern for their fellow classmates and teachers, is proud of their school, is concerned about their community and actively works to make their community and school a better place to live and learn. In essence, students and teachers should be able to look up to and be proud of being a member of the NHS.

SELECTION -

- A candidate must be a member of the Junior or Senior class, have a cumulative G.P.A. of 90.0 or better.
- A candidate must have spent at least one full semester in school.
- A candidate guilty of flagrant violations of the school disciplinary code is not eligible for membership.
- A candidate is required to fill out a Student Activity Form and list all activities they have participated in over their 9th, 10th, 11th, and 12th grade years. Activities must be in the areas of service to the community, leadership and extra-curricular. Candidates are selected based on the

value and variety of activities.

- A committee made up of faculty members will evaluate each candidate and their activities.
- Teachers are invited to evaluate candidates on their character, as they have witnessed in their classes, school activities, or other school related functions.

MEMBERSHIP -

- Membership is a PRIVILEGE, NOT A RIGHT.
- Membership is bestowed upon a student because she/he demonstrated qualities of excellence in the areas of SERVICE, LEADERSHIP, CHARACTER, AND SCHOLARSHIP. A member must CONTINUE to demonstrate the qualities for which they were selected.
- A member must maintain the 90.0 G.P.A. throughout his/her membership. A member must continue to demonstrate excellence in character.
- Should a member's character be in question because of disciplinary problem that member will be put on probation and be disciplined by the chapter sponsor and the member could be recommended for dismissal by the Faculty Selection Committee.
- Members must participate in the Induction Ceremony.
- Members must attend monthly meetings and participate in chapter sponsored service projects.
- Members must select and participate in a service project of their own choosing each year of their membership.

University Interscholastic League Activities

All students are encouraged to participate in U.I.L. events. The Constitution and Rules of the University Interscholastic League will be strictly enforced during the year. All contestants must be passing all subjects with a grade of 70 or better.

Although cheerleading and drill teams are not official U.I.L. activities, the regulations regarding no pass-no play, 8-hour practice limitation, athletic periods, one contest during the school week, and extracurricular absences are applicable. U.I.L. rules require that cheer and spirit performances at any U.I.L. activity shall be in accordance with safety standards as prescribed by the National Federation High School Spirit Handbook.

Policy FM (Local)

[http://www.tasb.org/policy/pol/private/094902/pol.cfm?DisplayPage=FM\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/094902/pol.cfm?DisplayPage=FM(LOCAL).pdf)

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 15 extracurricular absences not related to post-district competition, five additional absences for post-district competition.**

Please note that:

...You are ineligible to participate in any League contest if you have reached your 19th birthday on or before September 1;

...You are ineligible for League activities if four years have expired since your first enrollment in the ninth grade;

...You are ineligible for any League activity for 15 days after you enroll in a school unless you enroll in the school before the sixth day;

...You are ineligible for League contests for a one-year period if you change schools to a district in which your parents do not reside.

Letter Jackets

Qualifications to letter are determined by each organization's constitution and by-laws. Letter jackets should only be purchased if the student is eligible. Students are not to wear letters that they themselves did not earn. In order to make the High School letter more meaningful, it is also requested that letters earned at other schools not be worn. The letters are entrusted to students with the understanding that they remain under the jurisdiction of school officials. Any act that would bring dishonor to the letter will be considered justification for forfeiture of the letter.

Athletics

One of the main concerns of the school is the safety of the contest participants. Students are required to have a medical certificate and a permit from parents or guardian granting permission to play in any athletic contest on file in the school before practice begins. **Students are encouraged not to wear expensive jewelry or bring electronic devices such as cell phones, iPods, etc. to athletic practices or games. Sponsors and coaches are not responsible for lost or stolen items.**

Varsity Team

Awards for the varsity teams will consist of letter jackets. These major awards will be furnished by the school to each athlete who meets the qualifications for lettering in the following UIL sports: football, basketball, track, cross country, tennis, baseball, soccer, golf, fast pitch softball, swimming, volleyball and wrestling. These guidelines are to be followed:

- A. University Interscholastic League rules will be followed in regard to cost of jacket.
- B. No participant will receive more than one letter jacket.
- C. The athlete will receive a jacket in the sport in which he letters

- first unless arrangements have been made with the coach.
- D. The jacket will have no markings or patches on it except the following:
 - 1) marks or letters for years lettered
 - 2) patch on sleeve for district champion, regional champion, and state champion
 - 3) star or letter for captain
 - 4) mascot
 - 5) legal name only (no nicknames)
 - E. All-district individual honor patches may be worn on the jacket with the consent of the coach.
 - F. Letter jackets will be the same for all sports.
 - G. Students may receive letter jackets in their junior year if they have participated in the sport for 3 years.

Qualifications to letter see Athletic Handbook.

Music

Band/Choir

The purposes of the High School music programs are as follows:

-To further and enhance students' musical abilities,
-To improve character through implementation of the discipline necessary for excellence in performance,
-To promote school spirit and to represent the school and community in an admirable manner,
-To provide a worthwhile activity for the student body,
-To provide an opportunity to cultivate artistic expression through music,
-To acquaint students with a large and varied assortment of musical literature,
-To provide entertainment at varsity football games and pep rallies,
-To represent the school in all U.I.L. music activities, and
-To provide fellowship for students who are willing to work toward a positive goal.

ELIGIBILITY - to become a member of the Samuel Clemens band or the Byron Steele band or choir, students must demonstrate competency on a selected instrument or vocally through audition. Students must maintain a passing grade of 70 in all courses to participate in extracurricular activities.

U.I.L. Academic Events

Social Studies, Spelling and Vocabulary, Lincoln Douglas Debate, Informative Speaking, Persuasive Speaking, Poetry and Prose, News Writing, Feature Writing, Headline Writing, Editorial Writing, UIL One Act,

Calculator, Mathematics, Number Sense, Computer Applications, Computer Science, Current Events, Literary Criticism, Ready Writing, Science, Accounting

HEALTH SERVICES

The primary goal of SCUCISD Health Services is to maximize each child's potential for growth and development. The services and screening programs help to promote health and health education. School health services are not a substitute for the health care that parents should provide but are designed to encourage parents to devote attention to their child's health, to acquaint them with problems of which they may be unaware, and to encourage them to utilize the services of their physician and dentist as well as other community health agencies. The procedures and guidelines for the school health program follow the regulations and programs established by the Texas Education Agency, the Texas Department of State Health Services, and SCUCISD policy.

IMMUNIZATION REQUIREMENTS

The Schertz-Cibolo-Universal City Independent School District is required by law to comply with the immunization requirements of Texas State Law 301.41. State Law and SCUCISD policy require medically validated records of immunization to be on file for all students. Proof of such immunizations will be kept on file in the nurse's office. It is the responsibility of the parents to secure the required immunizations for their child **before** school starts. A person may claim reasons of conscience as an exception to immunizations [HB 2292]. Immunization requirements mandated by the State of Texas are as follows:

Diphtheria-Pertussis-Tetanus (DTaP/DTP/DT/Td/Tdap) –

Five (5) doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the 4th birthday; however, four (4) doses meet the requirement if the fourth (4) dose was given on or after the 4th birthday. Three (3) doses are required with one dose on or after the 4th birthday, for those 7 years or older. Tdap booster required for all 7th grade students, if it has been 5 years since last dose of tetanus-containing vaccine. 8th – 12th grade students will be required to have Tdap booster, if it has been 10 years since last dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication of pertussis exists. Tdap booster requirement goes into effect for 8th – 12th grade students in accordance with phase-in schedule.

Polio – Four (4) doses required unless third dose was administered on or after 4th birthday, then only three (3) doses required; not required for students 18 years or older.

Measles, Mumps and Rubella (MMR) – Two (2) doses of

MMR vaccine required with the 1st dose on or after the 1st birthday for children Kindergarten – 3rd grades. For the 2013-2014 school year, 5th – 12th grade students are required to have two (2) doses of measles-containing vaccine, and one (1) dose each of mumps and rubella vaccine. 2-dose MMR requirement goes into effect for 4th – 12th grade in accordance with phase-in schedule. Pre-Kindergarten students are required to have one dose MMR received on or after the 1st birthday, and the second dose is required at age 5 years.

HibCV – One (1) dose vaccine required if administered on or after 15 months of age. A series of four (4) doses required if given under the age of 15 months. Vaccine not required for children \geq 5 years of age.

Hepatitis B – Three (3) doses required for all children PK – 12th grades.

Varicella – Two (2) doses vaccine required with the 1st dose received on or after 1st birthday for all children Kindergarten – 3rd grade and 7th – 10th grades. All other students are required to have one dose received on or after the 1st birthday. 2-dose requirement goes into effect for grades 4th – 6th and grades 11th – 12th in accordance with phase-in schedule. If first dose of vaccine is administered on or after the 13th birthday, two doses required. History of illness statement by parent or physician is acceptable.

Hepatitis A – Two (2) doses vaccine required with the 1st dose received on or after the 1st birthday for all children 1 year – 3rd grade. Second dose is required 6 months after the first dose. 2-dose Hepatitis A requirement goes into effect for 4th – 12th grade in accordance with phase-in schedule.

Pneumococcal Conjugate (PCV7) – Three (3) doses vaccine required with last dose on or after 12 months of age. If two (2) doses received with first prior to 12 months of age, and last on or after 12 months of age—booster required. If two (2) doses received with first on or after 12 months of age and second received before 24 months of age—no booster required. If no PCV7 received between 24 – 59 months of age—booster required.

Meningococcal Conjugate (MCV4) – One (1) dose vaccine required for all 7th – 10th grade students. Meningococcal vaccine requirement goes into effect for 11th – 12th grade in accordance with phase-in schedule.

MEDICATION POLICY

Extended use prescription medication (long term) may be given at school when there is a doctor's written order as well as signed parent permission. Self-limiting (short term) prescription medications may be given with signed parent permission.

All prescription medication must be:

- in a current original container with the name of the child for whom the medication is prescribed,
- name of medication, and
- dosage.

Over the counter medications:

- May be given for 5 days in a current well marked original container
- according to label directions
- with signed parent permission.

No medication (including Tylenol) will be given without a letter of permission from the parent. An authorization form is available in the school nurse's office.

No herbal medications, supplements or vitamins will be given, even if a student has a doctor's note.

Students will not be allowed to carry medications with them. This is a violation of the student code of conduct and is subject to consequences under the code of conduct.

All medications are to be taken to the school clinic only, not to the classroom, by an adult unless otherwise arranged with the campus clinic. The student may go to the clinic at the appropriate time for the medication. Medications prescribed for three times a day should be given at home unless otherwise directed by the physician.

In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:

- The District has obtained from its medical advisor licensed to practice medicine in Texas (or a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

Students who suffer from asthma, diabetes, epilepsy, or severe allergies (that would require Epi-pen administration only) who have written authorization from his or her parent **and** physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma, anti-seizure, diabetic medication, and Epi-pen at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed any of these

medications for use during the school day. (For further information, see policies at FFAC.)

Students in possession of prescription drugs and not in conformity with the guidelines outlined above on the possession of such drugs will be deemed to be in possession of a controlled substance. Students will be subject to the discipline consequences associated with such violation that are enumerated in the code of conduct.

School district employees may not recommend that a student use a psychotropic drug or suggest any particular diagnosis. A parent's refusal to consent to administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student may not be used as grounds, by itself, for prohibiting the child from attending a class or participating in a school-related activity. However, appropriate referrals under the child find system are not prohibited. Specified school health professionals may recommend evaluation by an appropriate medical practitioner, and school employees are not prohibited from discussing a child's behavior or academic progress with the child's parent or another school district employee. [Education Code Section 38.016].

ILLNESSES/COMMUNICABLE DISEASES

Pupils shall be excluded from school for health reasons through the principal's office only. Children should not be sent home from school without first informing the parents. A child suspected of having, or being able to transmit, a communicable disease is excluded from school upon advice of the principal or school nurse.

If your child is sent home from school with a fever (temperature of 100 degrees or higher), diarrhea, vomiting, or other viral/flu-like symptoms, your child should remain home from school for twenty-four hours after symptoms have resolved (without the use of medication). This may help to prevent your child's illness from making another child ill. Parents are required to pick up their child as soon as possible should the child develop a fever at school, or exhibit other symptoms of illness, injury or conditions of communicable disease (rash, pink-eye, head lice, etc.).

If your child is sent home for an undiagnosed rash, suspected pink-eye or other related problem, a physician's note allowing return to school or resolution of symptoms will be necessary for your child to return to the classroom. Again, this is to prevent the spread of illness among students. A child suspected of having, or being able to transmit, a communicable disease is excluded from school upon the advice of the principal or school nurse. The student will be readmitted when he/she presents a physician's certification or upon completion of the period of exclusion required by the State Board of Health.

SPECIAL HEALTH PROBLEMS

If a child has a special health problem, such as asthma, diabetes, seizures, severe food allergies, or requires special medical procedures, the

parent/physician is asked to complete a special health problem form annually. This form is available in the clinic and will state the required medication, P.E. limitations, and/or emergency care and actions necessary while at school. Having an asthma, diabetic, food allergy, or seizure action plan will enable the nurse to more effectively care for your child in accordance with the physician's plan of care.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly 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 principal if your child has a known food allergy, or as soon as possible after any diagnosis of a food allergy.

ACCIDENT / ILLNESS AT SCHOOL

All accidents to pupils on the school grounds or in the school buildings shall be reported immediately to the principal. If prompt treatment is believed necessary, the school nurse shall be called. Only first aid treatment may be given by a school employee. If treatment for illness or injury requires other than minor first aid attention, parents or their designated alternate will be contacted. If parents or their designated alternate cannot be reached, and immediate medical attention is deemed necessary, the student will be transported by the local Emergency Medical Transport (EMT) team to the nearest medical facility.

HEALTH SCREENING

Screening programs are conducted in accordance with State Law and the Texas Education Agency recommendations. Parents are contacted and a referral is sent should the school nurse note a problem.

- Vision and hearing screening – Students in Pre-K, K, 1st, 3rd, 5th, and 7th grades are screened annually, as well as new students to Texas and referrals for special education.
- Spinal screening – A spinal screening is a visual exam of the back required to detect any potential abnormal spinal curvature. The screening is done in private and is held annually for students in 5th and 8th grades.
- Growth and Assessment – Students are weighed and measured annually in grades Pre-K thru 6th grade.
- Risk Assessment for Type 2 Diabetes–Acanthosis Nigricans, a hyperkeratinization of the skin, is a cutaneous marker associated with systemic disorders such as hyperinsulinemia and insulin-resistance and may serve as an indicator for Type 2 diabetes. This condition is easily evaluated by means of a visual examination of the nape and sides of the neck. This screening is held annually for students in 1st, 3rd, 5th and 7th grades.

Professional exams may be substituted for all screenings by providing evidence of a screening within one year prior to the required screening date.

BACTERIAL MENINGITIS

State Law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year of age) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pain, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, purple-red spots. These can occur anywhere on the body.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by causal contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The Meningococcal vaccine (MCV4) is required for students entering 7th grade and will be added for 8th – 12th grade based on phase-in schedule a

vaccine. The vaccine is also recommended for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Center of Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: www.dshs.state.tx.us

**METHODIST HEALTHCARE MINISTRIES
SCHOOL BASED HEALTH CENTER
Marion & Schertz-Cibolo-Universal City ISD’S**

Schedule:

<u>School</u>	<u>Days</u>	<u>Appointments</u>
Medical:		
Krueger Elementary	Monday & Wednesday	8 am – 5:00 pm
Schertz Elementary	Tuesday, Thursday & Friday	8 am – 5:00 pm
Dental:		
Krueger Elementary	Monday-Thursday	8 am – 5:00 pm
Schertz Elementary	Monday-Thursday	8 am – 5:00 pm

Staff: The School Based Health Center’s staff consists of a Pediatric Nurse Practitioner, Dentist, Registered Nurse, Dental Hygienist, Social Worker and Secretary. All are part of the health care team, which provide quality care to the children enrolled in the Marion and the Schertz-Cibolo-Universal City School Districts. We offer a comprehensive range of services to children enrolled in these districts, as well as their brothers and sisters under the age of 19 years.

Complete Care: Medical services include diagnosis and treatment of simple illnesses or minor injury, chronic illnesses like asthma, immunizations, physicals, and referral to PCP, specialists, community resources, and prescription assistance for unfunded families. Dental services include primary dental care and routine services such as fillings. Social services include case management, information and referral to

community resources, as well as individual and family counseling. Appointments are encouraged; those with appointments will be seen before walk-ins.

Convenient: The Health Center is located on the school campus at Marion and Schertz Elementary. Students do not need to be taken to an off-site physician for treatment. However, we are not here to replace your Primary Care Provider, but are an adjunct to health care. After visiting the Health Center, students are often able to return to class. Fewer absences mean less time lost at school for the students and less time lost at work for the parents. **We can see your child without your presence if there is a signed and annually updated consent form on file in the Health Center. Parents must call or send a note before their child can be pulled out of class and seen.** Siblings under 19 yrs old are encouraged to visit the Health Center, also.

Affordability: We charge for medical services and there are additional charges for services such as immunizations. Dental charges will vary according to the procedure. Payment is due upon receipt of services unless other arrangements have been made. **Proof of income is required for services. A sliding fee scale is available for Medicaid, CHIP and uninsured children for medical and dental services, for example a family of 4 with an income of 20,000 will qualify for a 77% discount in medical.**

When schools are closed due to inclement weather, the clinic will also be closed. **During most school holidays and summer break the clinic is open.** Please call for an appointment:

Krueger Elementary (Medical & Dental)	830- 914-2803 Ext. 111
Schertz Elementary	210- 658-4875

**For questions please call: Medical (210) 410-9477, Dental (830) 914-2803 Ext. 111
Social Services (210) 410-9669**

GENERAL INFORMATION

Student Messages

Students may not receive messages during the school day except for emergencies. (All emergency messages must be delivered through the appropriate vice-principal or counselor.)

School Day Interruptions

Interruptions of classes during the school day for nonacademic activities such as announcements and sales promotions shall be limited, other than

for emergencies, to once during the school day. **Flowers, balloon bouquets or food deliveries for students will not be accepted in the office nor delivered to students. Flowers/Balloons picked up from students during the regular academic day will be held in the front office until the end of the day.**

Student Dining Center

The Student Dining Center and Snack Bar are maintained as a vital part of the health program of the school. Students may purchase breakfast and lunch at a reasonable cost. Students are to keep tables clean and return trays and dishes to the proper areas.

Open drink containers such as soda cans/cups, squeeze bottles, etc., will not be allowed in the classrooms or halls. No glass bottles allowed.

Care of Valuables

Each student shall be personally responsible for his/her valuables. The school will assume no responsibility. Students are advised not to bring expensive jewelry, money in large amounts, phones, iPods, cameras, or other valuable possessions to school.

Complaints and Appeals

Parents and citizens in the community who have a complaint should seek remedy from the proper school officials beginning with the teacher, counselor, principal, or designee and the superintendent before taking complaints to the Board. If a parent, student, or community member has a complaint or grievance, a Notice of Complaint form may be filed by a parent, student, or community member. You may obtain the form from the central office. The form must be filled out completely and returned to the central office.

Dress and Grooming

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

School staff recognizes that parents bear primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on students' attitude and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school,

student dress and grooming are proper concerns of teachers and administrators.

Regulations shall be established concerning the grooming of students for those classes where safety in the use of power machinery and sanitary conditions in food preparation is mandatory. Students enrolled in these classes shall be informed of those regulations and are expected to conform while in these classes.

Final determination of acceptable dress and grooming rests with the principal or his/her designee and cannot be appealed. To aid students and their parents in making decisions about appropriate dress and grooming for schools, the following guidelines are established:

1. Shorts, skirts, culottes, and dresses must be no more than three (3) inches above the knee. Any clothes that are suggestive or indecent or which cause distraction will not be permitted. No cutoffs, tight fitting pants, or exercise/bicycle shorts will be permitted.
2. Appropriate footwear must be worn; footwear that has toes reinforced with steel, hard plastics or similar materials is specifically prohibited. House shoes are not permitted.
3. Hair must be neat and clean. No unnatural hair color allowed or extreme haircuts such as Mohawks.
4. Headwear including all types of hats may not be worn on campus. Sunglasses must not be worn in the building. When at outside extra curricular activities ball cap brims must face forward. Bandanas and headbands are not allowed on campus.
5. Items of clothing considered to be undergarments and/or see-through garments may not be worn as outer garments.
6. Tank tops, muscle shirts, halter tops, exposed backs or midriffs are not permitted. No cleavage is to be exposed.
7. Clothing promoting the use of tobacco, alcohol, sexual in nature, or drugs may not be worn. In addition, clothing which promotes death, suicide, cult worship, or inappropriate comments or statements is also prohibited.
8. No body piercing may be ornamented with rings, studs, etc. except for those located on the ear(s) and then no more than three per ear. Band-Aids covering piercings are unacceptable. Piercing spacers of any type are also prohibited.
9. **Any article of clothing deemed inappropriate by the School Administration is prohibited.**

Because fads in dress and grooming are subject to sudden, and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to distract from the classroom environment.

If the principal or designee determines that a student's grooming violates the dress code, the student shall be assigned to the In School Suspension Center for the remainder of the day or until a parent brings appropriate clothing.

Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. (See FO, FOA, FOD) Should a student choose not to comply with the grooming requirements, he/she will be referred to a vice-principal. Parents will be contacted to provide appropriate corrective measures as required.

Fees

Materials that are part of the basic educational program are provided without charge to the students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Materials for a class project the student will keep;
3. Personal physical education and athletic equipment and apparel;
4. Voluntary purchases of pictures, publications, class rings, etc.;
5. Student accident insurance and insurance on school-owned instruments;
6. Instrument rental and uniform maintenance;
7. Parking fees
8. Fees for damaged library books and school-owned equipment; and
9. Lost or damaged textbooks

Fire and Disaster Drills

Each school principal designs fire and disaster drills and requires a minimum number of drills each year in accordance with state regulations.

Evacuation diagrams are posted in each office and classroom. Students will leave with their class and will meet with the class where the teacher will take attendance.

Fundraising

Individuals or organizations must receive the principal's approval prior to undertaking any fundraising activities, on or off campus.

Student groups and Booster Clubs may only have one fundraiser per semester.

Library Policies

The purpose of the High School Library is to meet the information needs of students, faculty, and administration. To that end, the library teaches information literacy and media literacy, and promotes leisure reading as a productive and enjoyable pastime. Therefore the library is to be used for reading, research, or silent study. The librarian encourages all patrons to actively engage in book selection and book promotion.

The library opens at 7:45 A.M., and closes at 4:15 P.M. each school day. It is accessible to all patrons before school, during classes (at the discretion of the classroom teacher and librarian), at both lunches, and after school.

Books may be checked out for two weeks and may be renewed if not requested by another patron. As a courtesy, overdue notices are sent to students through their English teachers. Fines accrue at ten cents a day with the exception of holidays and weekends. The librarian may waive fines in special circumstances.

All students are required to show their I.D.'s to gain entrance to the library and to check out books or computers. Students may share computers with other students only at the discretion of the classroom teacher or librarian.

Computers are to be used to locate materials in the online catalog, and to work on class assignments. Work on the computers must be assignment driven. Students do not have access to e-mail, chat rooms, or inappropriate web sites. Printing costs five cents per page for text, and up to 25 cents per page for graphics. Printing should happen from the source web page, with the source address copied at the bottom of the text or graphic. This rule helps to protect a student from unknowingly plagiarizing and also deters copyright infringements.

Please refer to the library's web page for more information.

Lockers

Lockers will be issued during the lunch periods during the first few weeks of school to students who have a lock and a school ID. After that time they will be issued in the main office. There will be no change in lockers without permission from the office. Lockers are school property assigned to a student and may be searched by school personnel, whether locked or unlocked. Lockers are not to be shared. (Samuel Clemens only: A student should have a self provided lock on his locker at all times) and the student is responsible for all items left in lockers. Any unlocked locker will have all items removed and it will be the responsibility of the student to contact his/her Vice-Principal.

Lunch

During the lunch periods students may remain in the Student Dining Centers, courtyards, or other designated areas. The library is open for those who need to study. **Students are not permitted in the parking lots unless they are seniors or juniors who are leaving campus at the appropriate times and with the appropriate credentials.** No loitering is allowed in the parking lot at any time.

Leaving Campus for Lunch

Only seniors and juniors may leave the campus during the lunch periods if a parent permission slip is on file in the office. This privilege can be revoked at the discretion of the Administration and/or parent. The student is responsible for having a new Student ID card made with the change if the off campus lunch privilege is revoked. The student must pay the \$5.00 for the new Student ID.

Taking Unauthorized Students Off Campus at Lunch/ Unauthorized Students Leaving Campus

1st Offense Loss of privilege to leave campus at lunch for 6 weeks and 3 days ISS.

2nd Offense Loss of privilege to leave campus at lunch for 12 weeks, 3 days suspension and revocation of campus driving privileges for 6 weeks.

3rd Offense Loss of privilege to leave campus at lunch and discipline at the discretion of campus administration.

Lunch Program

The District participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained from the counseling office.

Parent - Teacher Conferences

Conferences with teachers are encouraged. Parents are encouraged to visit our campuses and classrooms. Procedures for obtaining additional information or discussing problems are the following:

1. Schedule an appointment to discuss the matter with the teacher. Recognize that the teacher has the most direct contact with the student and is a professional educator with the student's progress as a priority.
2. An appointment may be made with the counselor or vice-principal if questions remain unanswered after discussion with the teacher.

3. If questions remain after following the first two steps, an appointment may be made to discuss the matter further with the principal and finally, the central office district administration.

GradeSpeed On-Line Grade Reporting System

Students and parents may access student performance with the GradeSpeed on-line reporting system. Access to daily assignments, quizzes, tests, and overall course average.

Check our district website @ www.scuc.txed.net. Click on the appropriate high school link and click the teacher of choice to check your grades.

Teachers maintain weekly updates. Other classroom information is available so log-on and stay up to date with GradeSpeed.

Posters

Any poster, sign, banner, or bulletin that a student wishes to display must be approved by the principal or principal's designee. Club/organization's posters, signs, banners, and bulletins must have the appropriate sponsor's signature affixed to the front.

Registration

Before a minor student (under eighteen years of age) can be officially admitted to district schools, appropriate registration forms must be completed and signed by the student's parent or legal guardian. Students who have reached majority (eighteen years of age or over) may complete and sign these forms themselves.

If a student is less than eighteen years of age and lives separate and apart from parents, guardians, or other persons who have lawful control of the student under order of the court, it must be established that his/her

presence in the school district is not for the primary purpose of participation in extracurricular activities [E.C. 25.001 6(d)]. For admissions and enrollment clarification or requirements contact the Registrar.

Proof of residency is required for all freshman and students who are new to the district. Proof of residency may be verified from official mail received at the designated residence, such as a utility or phone bill, rent receipt, or driver's license. Parents must keep the registrar updated as to changes in address, phone #'s or custodial parent. For additional admissions and enrollment clarification or requirements, contact the Registrar.

Restrooms

These areas are not for loitering or congregating. Lunches and food will not be permitted in these areas. Students are encouraged to take care of their restrooms. Vice-principals will administer appropriate disciplinary action for abuse of the facilities.

School Publications

The yearbook is published by the yearbook staff under the supervision of the yearbook sponsor. Orders for the yearbook are taken each year. The school paper is published by the newspaper staff.

Social Activities

Social activities such as club meetings, dances, parties, etc. sponsored by the school must be held on the school campus unless otherwise approved by the principal. All activities of the pupils, that are sponsored by the school and carried on in the public school buildings or on public school grounds, are considered a part of the educational program and, as such, will be supervised by teachers. Activities of the school carried on outside the school building and grounds shall be supervised by the appropriate school personnel.

Student Identification Card

I.D. cards will be furnished to all students at the time of registration. Students are required to carry and wear their I.D. cards on a lanyard at all times as mandated by Texas law. (TEX. EDUC. CODE, Section 37.105) Students not wearing an I.D. card at all times may be subject to disciplinary action. They must be visible when participating in school activities and checking out library books. I.D. cards must be shown when requested by any school official. Any student who does not have an I.D. card will be referred to the office. Replacement I.D. cards will cost \$5.00.

Student Insurance

The School District will offer a student insurance policy. There is a cost to parents for such insurance.

Textbook Procedures

Students are responsible for their textbooks. The books belong to the State of Texas and must be covered in order to prevent damage. Free book covers will be provided. Damage to any textbook after issuance to students may result in a fine.

Students who lose their textbooks should check the Lost and Found. If the book is not found in three days, students will be required to purchase another book.

Students will not be issued more textbooks at the beginning of a semester if they have not cleared their books from the previous semester. Report cards and transcripts may be withheld.

Senior textbooks must be cleared before graduation.

Visitors

The State of Texas loitering law prohibits unauthorized visitors in or around public schools (Texas Education Code 4.23a). Parents are invited to visit the schools to confer with teachers and principals relative to the instruction of their children and should check in through the school office. At no time should a visitor call a teacher from the class for a conference at the door of the room. **Except for emergencies, parents are expected to arrange conferences by appointment.** Other than parents/guardians, lunch visitors will not be permitted.

SCUCISD Board Policy (GKC, Local) follows:

All visitors to the schools, including parents and Board members, are welcome to visit the campus. Visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

STUDENT DRIVING REGULATIONS

Registration

All vehicles driven to school by students will be registered and parked in the proper lots. Parking permits must be purchased at the Main Office. The cost of the permit is \$10.00. Parking permits will be revoked at any time for serious offenses/or multiple offenses.

Students are informed that tagging vehicles is forbidden. This would include marking vehicles with shoe polish or any other paint or marker-like substance.

Inappropriate slogans, pictures, comments are forbidden on vehicles that are parked in the school's parking areas and you may be asked to remove them.

Parking Areas

Authorized parking areas have been established for students' protection.

Students are not to park in the faculty parking areas, along red/yellow curbs, in driveways, behind or in front of the building, or on the grass.

The speed limit on the campus is 10 mph. Reckless driving and speeding will not be tolerated.

Students must leave their cars as soon as they arrive at school and are not to return to them at any time during the school day without permission from the office, students leaving school at appropriate times.

Students are advised not to leave their vehicles unattended overnight or over the weekends in the parking lots.

There is no parking in the Band practice area during marching season August/December and all weekends. Do not leave valuables in plain view and secure all vehicles.

Penalties

Students who drive vehicles to school must abide by all parking/driving regulations. Infractions of regulations governing the parking lots will normally result in disciplinary action and referral to Law Enforcement. Campus citations are a legal and binding document.

Non-Moving Violations

First and Second Offense: \$5.00 fine and parent notification .

Third Offense: \$5.00 fine and parking permit may be revoked for up to the remainder of year.

Moving Violations

All laws of the State of Texas, Ordinances of the City of Cibolo and City of Schertz, and rules and regulations of the campus are in effect and enforced 24 hours a day, 365 days a year. Students who drive vehicles to school must abide by all parking/driving regulations. Infractions of regulations governing the parking lots will normally result in disciplinary action.

Speed limit on campus is 10 MPH. Reckless driving and speeding will not be tolerated and will result in monetary fine.

Parking permits can be revoked at any time for serious offenses.

Parking/moving citations must be paid within 5 school days. After 10 days the citation will be turned over to the municipal court. Campus citations are legal and bonding documents.

Child Sexual Abuse

All suspected cases of child sexual abuse must be reported. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include 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. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and 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.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Dating Violence, Discrimination, Harassment, and Retaliation

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct

while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to 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. (Policy FFH)

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. This type of conduct is considered harassment if the conduct is 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 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 or 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, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, 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. A copy of the district's policy is available on the district's Web site.

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 or intimidating 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

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonable construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited 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.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

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. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event 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.

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

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

DISCIPLINE MANAGEMENT

Policies and Regulations

Jurisdiction

The District's jurisdiction includes any activities during the school day on school grounds, attendance at any school-related activity regardless of time or location, and any school-related misconduct regardless of time or location.

Conflict Mediation

Conflict Mediation is a proactive intervention. Students who experience conflicts with peers can receive the help they need to mediate solutions to problems. Conflict Mediation skills, once learned serve to not only solve immediate problems, but oftentimes they serve to preclude future conflicts.

District Rules and Regulations

1. Vandalism and damage to school property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District Schools. Parents or guardians of students shall be responsible for the care and return of state owned textbooks and may be charged for damages to or replacement of lost textbooks.

2. Bullying/Harassment/Hit List

Students must refrain from engaging in acts of bullying or harassment, and refrain from making a 'hit list'.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic or physical conduct that occurs on school property, at a school-sponsored or school-

related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior: (1) 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; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The District has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI (Local)]

Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. Harassment includes, but is not limited to, repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Hit list means a list of people targeted to be harmed using a firearm (as defined by Sec. 46.01(3) of the Texas Penal Code), a knife as defined by Sec. 46.01(7) of the Texas Penal Code) or any object to be used with intent to cause bodily harm.

Students subjected to bullying or harassment should report to a teacher, counselor or an administrator.

3. Hazing

Hazing means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- d. Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- e. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

4. Tobacco use

Texas Penal Code - Chapter 48. Conduct Affecting Public Health Section 48.01. Smoking Tobacco: A person commits an offense if he is in possession of a burning tobacco product or smokes tobacco in a facility of a public primary or secondary school or an elevator, enclosed theater, or movie house, library, museum, hospital, transit system bus, or intrastate bus, as defined by section 4 (b) of the Uniform Act Regulating Traffic on Highways (Article 6701d, Vernon's Texas Civil Statutes), plane or train which is a public place.

Texas State Law prohibits the possession or use of any type of tobacco product by students on any public school campus or at any school sponsored activity. This applies to any portion of the campus area including buildings, grounds, athletic facilities, parking lots, and 500 feet of the campus boundaries. School sponsored activities include athletic contests, plays, dances, field trips, etc. Smoking or use of any type of tobacco products including snuff and chewing tobacco constitutes using tobacco. Possession or use of tobacco products or tobacco paraphernalia (matches or lighters) will be considered a violation of this policy. The consequences of violating the tobacco policy may be the use of ISS, suspension, or expulsion.

5. Drug/Alcohol use

No student shall possess, use, transmit (or attempt to possess, use, or transmit), or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

- a. Any controlled substance or dangerous drug as defined by law without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- b. Alcohol or any alcoholic beverage as defined by the Alcohol Beverage Code
- c. Any abusable glue, aerosol paint, or any other substance for inhalation
- d. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

"Use" or "under the influence" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech or any other indicators or circumstances.

A student is also considered to have used a prohibited substance by his/her own admission.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under the rule.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule, however, proper procedures must be followed.

6. Weapons

A student shall not possess on school premises a firearm (including a replica), explosive weapon, illegal knife, or bullets, unless pursuant to written regulations or written authorization of the District. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use the firearm, explosive weapon, or illegal knife.

Students are also prohibited from bringing to school, school premises, or a school-related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses, and the like, unless they are used in a menacing or

threatening manner.

Weapons include but are not limited to:

- a. Fireworks of any kind
- b. Clubs or nightsticks
- c. Razors
- d. Metallic or plastic knuckles
- e. Chains
- f. Knives of any size, including pocketknives
- g. Any other object used in a way that threatens to inflict bodily injury on another person.
- h. Paint ball guns
- i. B-B guns

The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession or in its use.

7. Terroristic Threats

Students are prohibited from threatening any other person in any manner, be it physical, verbal or written threat. This includes but is not limited to fear of imminent serious bodily injury and/or disruption of activities. Any student who engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Texas Penal Code 42.06, or terroristic threat under Texas Penal Code 42.07 may be suspended, may attend a disciplinary meeting and shall either be assigned to the alternative school for discipline or expelled.

8. Assaults

Students are prohibited from assaulting anyone on school property or at any related school event. An assault is defined as:

- a. Intentionally, knowingly, or recklessly causing bodily injury to another person.
- b. Intentionally or knowingly threatening another with imminent bodily injury.
- c. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

9. Fighting

Upon detection of a violation of law; e.g., disorderly conduct, fighting, the following procedures will be followed.

- a. School official will take immediate action necessary and in accordance with district policy to stop the unlawful action.
- b. School official will ensure Law Enforcement Agency notification.
- c. Police personnel will respond and take appropriate action:

Violators may be cited to Municipal Court for Class C misdemeanor offenses or arrested in accordance with law for more severe violations. Students will be suspended up to three days and considered for alternative school placement.

10. Disruption of classes

No student shall be permitted to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

- a. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.
- b. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
- c. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
- d. Entrance into a classroom without the consent of the principal, vice-principal, or teacher.
- e. Acts of misconduct and/or use of loud or profane language causing disruption of class activities.

11. Disruption of lawful assembly

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, that for any reason

(whether because of time, place, or manner of behavior) materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

12. Approval of publications

All student publications and other written material intended for distribution to students shall be submitted for prior review.

Material shall be submitted to the building principal or designee for review. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act shall be interpreted as disapproval.

13. Secret Societies

Students shall not become members or promise to become members of any organization composed wholly or in part of students of public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school who is qualified under the rules of the school to fill the special aims of the organization.

14. Gangs

Schertz-Cibolo-Universal City Independent School District Board of Trustees feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity, sorority, or society as defined by Texas Education Code, Sections 4.20 and 4.21. Youth gangs are often loose knit groups of individuals who associate with each other on a continuous basis. By this policy, the Board of Trustees acts to prohibit existence of gangs and gang activity.

Students involved in any of the above infractions may be subject to a disciplinary meeting.

PROHIBITIONS

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement are described as:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badge, symbols, signs, graffiti, or other things that are evidence of membership or affiliation in a gang.
- b. Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
- c. Promoting interest in any gang or gang activity including but not limited to:
 - 1.) Soliciting others for membership in any gangs.
 - 2.) Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - 3.) Committing any other illegal act or other violation of school district policies.
 - 4.) Inciting other students to act with physical violence upon any other person.
 - 5.) Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

15. Arson

A person commits an offense if he starts a fire or causes an explosion with intent to destroy or damage any building, habitation, or vehicle.

16. Criminal Mischief

A person commits an offense if, without the effective consent of the owner: (1) he intentionally or knowingly damages or destroys the tangible property of the owner; or (2) he intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person.

17. Trespassing

Trespassing on District property, or entering any District building or structure after regular District working hours or on any day when

school is not in session is prohibited, unless with the written permission of a District administrator or teacher. Disciplinary consequences for conduct prohibited by this provision of the SCC will be imposed even if no physical damage is caused to District property as a result of the trespass or unauthorized entry.

18. Electronic Devices

The District prohibits the use of all telecommunications devices, including cellular phones, at all schools during the instructional school day. For purposes of this policy, the instructional school day is defined as 8:15 a.m. to the final bell. Junior high and high school students shall be allowed to possess such devices, however, such devices must **not be visible** and must remain **turned off** during the instructional school day. This prohibition includes any and all electronic devices. Students who violate this policy shall be subject to established disciplinary measures, in accordance with the Student Code of conduct. District employees shall confiscate any telecommunication devices found in violation of this policy and turn them in to the administration office.

Students may obtain the release of the telecommunications device for a \$15 fee. Upon a second violation of policy parents or guardians may obtain the release of the telecommunications device for a \$15 fee. After the 30-day period has expired, the District shall dispose of the telecommunication device.

Laser pointers are also prohibited for any reason and at any time either during the school day or at any school-related activities.

19. Social Behavior

Embracing or kissing is not an accepted practice on the school campus. Violators will be subject to disciplinary action. There is a time and place for everything and this type of conduct is not condoned in the school environment.

20. Sexual Harassment

The High School believes all students are entitled to receive education in an environment free from sexual harassment and will not tolerate such behavior. Sexual harassment is a form of sex discrimination that is illegal. It consists of unwelcome sexual attention from other students, or anyone else with whom students may deal with in school or at school-related activities. The range of unwelcome behavior may include:

- * inappropriate touching
- * sexual gestures

- * suggestive verbal comments
- * sexual joking/teasing
- * inappropriate written comments
- * spreading sexual gossip
- * pressure for sexual activity

Students who believe they are being subjected to sexual harassment should contact a campus administrator or counselor immediately. The confidentiality of anyone involved in the reporting or investigation of a harassment claim will be respected. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment.

The Title IX Coordinator for the District is Mr. Gary Wuest.

21. Other Offenses

Students at school or school-related activities are prohibited from:

- a. Cheating or copying the work of another student.
- b. Throwing objects, other than during supervised school activities that can cause bodily injury or damage property.
- c. Leaving school grounds or events without permission.
- d. Directing profanity, vulgar language or obscene gestures toward other students.
- e. Insubordination, including failure to comply with lawful directives from school personnel or to comply with school policies, rules, and regulations.
- f. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
- g. Committing robbery or theft.
- h. Engaging in misconduct, as defined by District policies and regulations, on school buses.
- i. Fighting.
- j. Committing extortion, coercion, or blackmail (i.e. obtaining money or other object of value from an unwilling person or forcing an individual to act through use of force or threat of force).
- k. Engaging in verbal abuse (i.e. name-calling, ethnic or racial

slurs, or derogatory statements addressed publicly to others) that may precipitate substantial disruption of the school program or incite violence.

- l. Engaging in inappropriate sexual contact disruptive to other students or the school environment.
- m. Forging a parent's or a staff member's signature.
- n. Engaging in any other conduct that disrupts the school environment or educational process.
- o. Students may not participate in any activity that involves any form of gambling (i.e. coin tossing, cards, wagers, etc.).

Categories of Offenses

1. Serious First Offenses

- a. Assault
- b. Selling, giving, delivering to another person, possessing, or being under the influence of drugs, alcohol, or inhalants
- c. Possessing a firearm, illegal knife, club or other weapon
- d. Committing arson
- e. Vandalism/criminal mischief
- f. Robbery or theft
- g. Aggressive or disruptive action
- h. Extortion, coercion, or blackmail
- i. Verbal abuse
- j. Insubordination
- k. Fighting
- l. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other employees.
- m. Any other conduct that substantially disrupts the school environment or educational process.
- n. Public lewdness

2. Minor offenses

Any violation of the code of conduct that is not listed as a serious offense is considered a minor offense.

3. Persistent offenses

The District defines persistent offenses as two or more violations of the code in general or repeated occurrences of the same violation.

Detention

Detention will be assigned by Administrators and held during all lunches.

Students:

1. May take a sack lunch or food from the cafeteria to lunch detention.
2. Are not allowed to sleep while in detention.
3. Asked to leave at any time because of inappropriate behavior and will not be counted present.
4. Students are required to bring their own work/assignments to Lunch D Hall. Failure to do so may/will result in the supervising teacher assigning work to be completed in D hall.

In School Suspension (ISS)

The ISS program is designed as an alternative to suspension of a student. The intent of the program is to allow a student that is having difficulty adjusting to classroom or campus rules to not miss school or get behind in his/her classwork.

Assignment to the ISS program is made by one of the campus administrators. The length of assignment is to range from a minimum of one (1) period to a maximum of 9 weeks. All assignments to the ISS are to be within the guidelines set forth in the District Management Policy.

Supervision of ISS is under the directive of the campus principal or his/her designee.

Release from the ISS program is determined by successful completion of assigned time and assigned work.

The assignment time may be lengthened for any violation of school rules and/or ISS rules. Any lengthening of time must be done in co-operation with the administrator that made the initial assignment.

STUDENTS ASSIGNED TO ISS ARE NOT ALLOWED TO ATTEND ANY

SCHOOL FUNCTION UNTIL THEIR ASSIGNMENT IS COMPLETE. ISS STUDENTS WILL BE ISOLATED FROM OTHER STUDENTS.

In School Suspension (ISS) Classroom Rules:

1. Arrive no later than 8:40 am.
2. Bring all books from each class to ISS. Books will be needed.
3. There are to be no snacks, gum, etc. in ISS.
4. ISS does not take the place of detention unless the Vice-Principal has made those arrangements.
5. Students are not allowed to sleep or possess electric listening devices or any type of electronic devices in ISS.
6. Students are not allowed to use any electronic device while assigned to ISS.
7. Misbehavior/Disruption can result in out of school suspension and/or citation.

Interrogations and Searches

According to SCUCISD Policy FNF (Local)

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (Local).

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers, and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by law, District policy, or Student Code of Conduct in lockers or in vehicles parked on school property.

All lockers are the property of the District and remain under the jurisdiction of the administrators. The District and school officials reserve the right to administratively inspect and/or search all lockers, including contents, by school officials at any time, whether or not the student is present. The student is responsible for the security of his or her assigned locker and contents. Students shall be required to provide the combination or a master key to any locking device upon request by District administrators.

School officials may search vehicles parked on school property, if there is

reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

The District shall use specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited items, illicit substances defined in FNCF (Legal), and alcohol. This program is implemented in response to drug and alcohol-related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant (without students present) classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

The District shall not tolerate actions that endanger the well-being of students or faculty or disrupt the educational process. Accordingly, stationary or hand-held metal detectors (magnetometers) may be used at any time by the administration as a safeguard to students and to maintain safe environment.

Students shall be subject to search by a metal detector on a random basis or if there is an individualized reasonable suspicion that the student possesses a prohibited weapon. All prohibited weapons or other devices that are located shall be confiscated and turned over to applicable law enforcement agencies, who shall determine whether or not to initiate criminal prosecution.

Scanning devices shall be operated by local school officials. Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to obtain possession of a weapon or other dangerous prohibited object.

At the beginning of the school year, the District shall inform students in

writing of the District's policy on searches and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs or searched, if reasonable cause exists, at any time.
3. Classrooms and other common areas may be sniffed by trained dogs or searched at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.
5. Students may be subject to search by a magnetometer (metal detector) on a random or regular basis or on the basis of any individualized reasonable suspicion that the student possesses a prohibited weapon.
6. If any weapons are found, the student may be subject to appropriate disciplinary action in accordance with law, District policy, or the Student Code of Conduct.

Other Questioning of Students

(GRA-LOCAL)

When law enforcement officers or other lawful authorities desire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal, or a professional employee under the principal's supervision who is designated by the principal, shall verify and record the identity of the officer or other authority.
2. If a minor student is suspected of an offense, the principal shall attempt to contact parents regarding the interview with law enforcement.
3. If a student is 17 years of age or older and is suspected of an offense, the parent or guardian shall not normally be notified.
4. The principal or designee is not required to be present during the questioning or interview. If the interviewer objects to the presence of the principal or designee, the interview shall be conducted without the presence of the principal or designee (see GRA).

Physical Restraint

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using the physical restraint, from physical injury.

2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

School-Sponsored Trips

The District shall promulgate regulations in regard to the use of school buses for other than transporting eligible students to and from school. The District shall also comply with any regulations established by the Commissioner of Education (Education Code 16.204(a)).

1. Permission forms

Each pupil of the District must have a permission form, signed by his or her parents or guardian, on file in the principal's office or designee before making any school-sponsored trip or excursion away from the school grounds. Principals will administer the details of this requirement and shall have the assistance of teachers as may be needed.

2. Field Trips (Trips for Academic Purposes)

All transportation for field trips must be approved by the Principal before the trip is taken.

3. Student Transportation on School Trips

Students must ride school buses to all school-sponsored trips. No student will be permitted to go or return in private cars. Any request to vary from this rule must be cleared through the principal prior to the trip. Any student who returns by other means (without clearance) will be dropped from the organization that is sponsoring the trip and shall be subject to disciplinary action.

4. Transportation to Athletic Events

Students participating in competitive athletics will be transported in and out of the District by school buses or in school cars supervised by the coaches. Any request to vary from this policy must be cleared through the sponsor prior to the trip.

5. Overnight School Trips

Trips involving students must be sponsored by persons of both sexes, if students of both sexes are making an overnight trip. Exceptions to this must be approved by the Principal in writing. In addition to the sponsor and other chaperones, an administrator is required to accompany groups of more than twelve (12) students traveling out of state at the sponsoring group's expense. This administrator may take the place of another chaperone. Exceptions to this must be approved by the Superintendent in writing.

APPENDIX I

STUDENT CONDUCT

The Code of Conduct defines and clarifies the specific responsibilities of each participant in a student's education. The primary purpose of this education is to enable students to grow intellectually and emotionally to prepare them to become successful citizens. Such growth is possible only through effective instruction given in a positive learning environment. While schools are primarily responsible for providing the actual instruction, the development and maintenance of a positive learning environment is the joint responsibility of the entire educational community: students, parents, teachers, and administrators.

Responsibilities of Students, Parents, Teachers, and Administrators

A. Student's responsibilities are to:

1. Attend school daily except when ill, or otherwise lawfully excused, and to be on time to all classes.
2. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
3. Pursue and attempt to master the essential elements of the curriculum of study prescribed by the district and the state.
4. Express opinions and ideas in a respectful manner so as not to slander others.
5. Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, or cheating.
6. Exhibit an attitude of respect towards individuals and property and conduct themselves in a responsible manner.
7. Dress and appear in accordance with district's standards of propriety, safety, health, and good grooming.
8. Assist the school staff in operating a safe school by cooperating with the staff in the investigation of disciplinary cases and volunteering information related to an offense.
9. Be prepared for each class with appropriate materials and assignments.
10. Seek changes in school policies and regulations in an orderly and responsible manner through approved channels.

11. Recite the pledges to the United States and Texas flags once each school day and observe one minute of silence following the pledges for reflection, prayer, meditation or other non-distracting silent activity.

B. Parent's responsibilities are to:

1. Ensure their son's/daughter's compliance with state school attendance requirements and promptly report and explain absences and tardies to the school.
2. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
3. Make every effort to provide for the physical needs of their son/daughter so that he/she is properly fed, rested, and appropriately dressed.
4. Strive to prepare their son/daughter emotionally and socially to be receptive to learning and discipline.
5. Control their son/daughter [A student's parent is liable for property damage caused by (a) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or, (b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age (Tex. Fam. Code 33.01)].
6. Encourage and lead their son/daughter to develop proper study habits at home, discuss report cards and assignments, and ensure attendance at tutoring as the need arises.
7. Participate in parent-teacher conferences when the need arises (Tex. Educ. Code 21.702).
8. Bring to the attention of school authorities any learning problem or condition that may relate to their son's/daughter's education.
9. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
10. Participate in parent-school organizations.
11. Keep informed of school policies, administrative decisions and academic requirements of any school program as stated in the parent-student handbook.

12. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives (Tex. Educ. Code 21.702).
13. Return a signed statement that they understand and consent to the responsibilities outlined in this section (Tex. Educ. Code 21.702).

C. Teachers' responsibilities are to:

1. Ensure good student discipline by being in regular attendance and on time and by being prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
2. Strive to perfect discipline management techniques developed in the District's discipline management plan.
3. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
4. Comply with District and school policies, rules, regulations, and directives.
5. Establish rapport and an effective working relationship with parents, students, and other staff members and to be open to their suggestions.
6. Respect other individuals and property and to conduct themselves in a responsible manner.
7. Encourage work habits that will lead to the accomplishment of both short-term and long-term goals.
8. Maintain an orderly classroom atmosphere that is conducive to a positive learning environment.
9. Teach students to strive toward self-discipline.

D. Administrator's responsibilities are to:

1. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.
2. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.
3. Implement a flexible curriculum to meet the needs of all students.

4. Provide appropriate support for teachers in dealing with student discipline problems sent to the office.
5. Promote effective training and discipline based upon fair and impartial treatment of all students.
6. Develop a cooperative working relationship among staff and students.
7. Encourage parents to keep in regular communication with the school and to encourage parental participation in required parent-teacher conferences.
8. Ensure students' safety through proper supervision of students and maintenance of the school grounds.
9. Assist students by providing appropriate guidance towards learning mature self-discipline.

ATTENTION STUDENTS AND PARENTS:

**Please read the Student Code of
Conduct regarding suspension,
placement in discipline
alternative school, and
expulsions.**

APPENDIX II

STUDENT CONDUCT ON SCHOOL BUSES

Parents of students, not the schools, have the responsibility to supervise students at bus stops until such time as the student boards the bus in the morning and leaves the bus at the end of the school day. Once a student boards the bus - and only at that time - does he/she become the responsibility of the District. Such responsibility shall end when the student is delivered to the regular bus stop at the end of the school day and leaves the bus.

In view of the fact that a bus is an extension of the classroom and that the students riding the bus are the responsibility of the District, the Board of Trustees shall require the students to conduct themselves on the bus in a manner consistent with established standards of behavior.

Students are not compelled to ride the school bus, but students who do ride the bus will follow good safety rules and regulations under the instructions of the bus driver/monitor. In the event of any student misconduct or misbehavior on the school bus, the bus driver/monitor (or both) will submit a written "School Bus Incident Report to Parents to the campus administrator, who will administer the discipline and forward a copy of the report to the parent and a copy to the director of transportation at the central office. Any request for conference by a parent about the incident will be with the campus administrator. If the problem cannot be resolved at the campus, the principal will then schedule a parent conference with the director of transportation.

Students who are bus riders will follow and adhere to the following rules and regulations:

1. Be courteous, quiet, and follow instructions of the bus driver/monitor.
2. Keep head, hands, and feet inside the bus.
3. Sit in the assigned seat, if the bus driver/monitor makes such an assignment.
4. Be seated on boarding the bus and remain seated until leaving the bus at destination or until instructed by bus driver/monitor.
5. Do not possess, or bring on board, any type weapon; i.e. knives, guns, clubs, etc. (This will be cause for expulsion both from school and from the bus.)
6. Do not participate in fighting of any kind on the school bus.

7. Do not carry any tobacco products, matches, or lighters.
8. Do not destroy or damage any part of the bus. (This will result in disciplinary action plus cost of replacing or repairing.)
9. Do not use profanities or obscenities on the school bus. (Since this is a questionable item, the incident report will reflect how, why, and in what way they were used.)
10. Bring no alcoholic drinks or drugs on the school bus. (This means on persons or consumed by persons.)
11. Any other act that causes an unsafe situation will be handled when it occurs. Students are responsible for their personal behavior.
12. Eating or drinking on the bus is prohibited.

Disciplinary action for violations of the above school bus rules and regulations will be as follows:

First Offense - Discipline at the administrator's discretion including possible suspension from bus

Second Offense - Suspension from riding any District school bus for a period of time to be determined by the administrator

Third Offense - Suspension from riding any District school bus for an extended period of time up to the remainder of the school year

APPENDIX III

COURSE OFFERINGS

English Department

ADVANCED JOURNALISM/YEARBOOK
ADVANCED JOURNALISM/NEWSPAPER
COMMUNICATION APPLICATIONS
CREATIVE WRITING I, II
ENGLISH I
ENGLISH I (Pre-AP)
ENGLISH II
ENGLISH II (Pre/AP)
ENGLISH III
ENGLISH III(AP)
ENGLISH IV
ENGLISH IV(AP)
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I and II
ESL READING I, II, III
JOURNALISM
PHOTOJOURNALISM I , II
READING I, II

International Baccalaureate (IB)*

Pre IB English I
Pre IB English II
IB English III
IB English IV
Pre IB Alg II
Pre IB Geometry
IB Math A
IB Math Studies A
Pre IB Biology
Pre IB Chemistry
Pre IB Physics
IB Physics
IB German IV
Pre IB Spanish I
Pre IB Spanish II
Pre IB Spanish III
IB Spanish IV
IB Spanish V
Pre IB World Geography
Pre IB World History
IB History America I, II
IB Psychology
Pre IB Art I
Pre IB Art II
IB Art III

IB Art IV
IB Theatre Arts III
IB Theatre Arts IV
IB Theory of Knowledge

*Offered at Samuel Clemens only

Fine Arts Department

ART HISTORY
AP ART HISTORY
ART I
PRE AP ART I
ART II
PRE AP ART II
ART III
AP ART III
ART IV
AP ART IV
BAND (COLOR GUARD)
BAND (JAZZ) ENSEMBLE
BAND (MARCHING) I,II,III,IV
CHORAL MUSIC I,II,III,IV
DANCE - DANCE TEAM
DANCE - PEP SQUAD
DANCE 1, 2
MUSIC THEORY I - BASIC SKILLS OF MUSIC I
MUSIC THEORY II - BASIC SKILLS OF MUSIC II
AP MUSIC THEORY
ORCHESTRA I
ORCHESTRA II, III, IV
TECHNICAL THEATER I, II, III
THEATER ARTS I, II, III, IV

Foreign Language Department

FRENCH I
PRE AP FRENCH I
FRENCH II
PRE AP FRENCH II
FRENCH III
PRE AP FRENCH III
FRENCH IV
AP FRENCH IV
GERMAN I
PRE AP GERMAN I
GERMAN II
PRE AP GERMAN II

GERMAN III
PRE AP GERMAN III
GERMAN IV
AP German IV
SPANISH I
PRE AP SPANISH I
SPANISH II
PRE AP SPANISH II
SPANISH III
PRE AP SPANISH III
SPANISH IV
AP SPANISH IV
SPANISH V

Mathematics Department

ALGEBRA I
ALGEBRA II
HONORS ALGEBRA II
AP CALCULUS AB – Calculus 1
AP CALCULUS BC II
COMPUTER SCIENCE I
AP COMPUTER SCIENCE II
GEOMETRY
GEOMETRY (HONORS)
MATHEMATICAL MODELS WITH APPLICATIONS
PRE-CALCULUS
PRE AP PRE-CALCULUS
AP STATISTICS
STATS/RISK MGMT.

Health and P.E.

HEALTH
PHYSICAL EDUCATION
SPORTS MEDICINE
BASEBALL
BASKETBALL (BOYS & GIRLS)
FAST PITCH SOFTBALL (GIRLS)
FOOTBALL
GOLF (GIRLS & BOYS)
SOCCER (GIRLS & BOYS)
SWIMMING (GIRLS & BOYS)
TENNIS (GIRLS & BOYS)
CROSS COUNTRY (GIRLS & BOYS)
TRACK (BOYS & GIRLS)
VOLLEYBALL (GIRLS)

Science Department

ANATOMY & PHYSIOLOGY
AQUATIC SCIENCE
BIOLOGY I
AP BIOLOGY I
CHEMISTRY I
AP CHEMISTRY II
PHYSICS
AP PHYSICS
EARTH & SPACE
AP ENVIRONMENTAL SCIENCE
INTEGRATED PHYSICS AND CHEMISTRY
PHYSICS
PHYSICS 1ST
PRE AP PHYSICS I
PRE-AP BIOLOGY I
PRE-AP CHEMISTRY I
ENVIRONMENTAL SCIENCE

Social Studies Department

ECONOMICS
AP ECONOMICS
PSYCHOLOGY
AP PSYCHOLOGY
SOCIOLOGY
U.S. GOVERNMENT
AP U.S. GOVERNMENT
U.S. HISTORY
AP U.S. HISTORY
WORLD GEOGRAPHY
WORLD HISTORY
AP WORLD HISTORY
AP HUMAN GEOGRAPHY

CAREER & TECHNOLOGY EDUCATION

Agricultural Food and Natural Resources Career Cluster

PRINCIPLES OF AGRICULTURE, FOOD, AND AN TURAL RESOURCES
LIVESTOCK PRODUCTION
EQUINE SCIENCE
SMALL ANIMAL MANAGEMENT
ADVANCED ANIMAL SCIENCE
PRINCIPLES AND ELEMENTS OF FLORAL DESIGN
RANGE ECOLOGY & MANAGEMENT
AGRICULTURE MECHANICS & METAL TECHNOLOGIES

AGRICULTURAL FACILITIES DESIGN AND FABRICATION I
AGRICULTURAL POWER SYSTEMS
WILDLIFE, FISHERIES & ECOLOGY MANAGEMENT
VETERINARY MEDICAL APPLICATIONS
PROFESSIONAL STANDARDS IN AGRIBUSINESS

Architecture and Construction Career Cluster

INTERIOR DESIGN
ARCHITECTURAL DESIGN
ENGINEERING DESIGN AND PRESENTATION

Arts, A/V Technology & Communication Career Cluster

AUDIO VIDEO PRODUCTION
GRAPHIC DESIGN & ILLUSTRATION
ANIMATION
VIDEO GAME DESIGN
PROBLEMS AND SOLUTIONS IN ARTS, A/V TECHNOLOGY &
COMMUNICATION

Business Management & Administration/Finance Career Cluster

PRINCIPLES OF BUSINESS, MARKETING AND FINANCE
BUSINESS MANAGEMENT
BUSINESS LAW
BUSINESS INFORMATION MANAGEMENT I
BUSINESS INFORMATION MANAGEMENT II
ACCOUNTING I
ACCOUNTING II
MONEY MATTERS
SECURITIES AND INVESTMENTS
STATISTICS AND RISK MANAGEMENT (MAY COUNT AS A 4TH YEAR
OF MATH)

Education & Training/Human Services Career Cluster

INSTRUCTIONAL PRACTICE IN EDUCATION & TRAINING (READY, SET
TEACH I)
PRACTICUM IN EDUCATION AND TRAINING (READY, SET, TEACH II)
CHILD DEVELOPMENT
FASHION DESIGN
PRACTICUM IN HUMAN SERVICES I – (PALS 1 PROGRAM)
PRACTICUM IN HUMAN SERVICES II – (PALS 2 PROGRAM)

Health Science Career Cluster

PRINCIPLES OF HEALTH SCIENCE
MEDICAL TERMINOLOGY
HEALTH SCIENCE
COUNSELING AND MENTAL HEALTH
MEDICAL MICROBIOLOGY
PATHOPHYSIOLOGY
WORLD HEALTH RESEARCH

Hospitality & Tourism Career Cluster

LIFETIME NUTRITION & WELLNESS
CULINARY ARTS
PRACTICUM IN CULINARY ARTS
TRAVEL AND TOURISM MANAGEMENT

Information Technology Career Cluster

DIGITAL AND INTERACTIVE MEDIA
COMPUTER MAINTENANCE
COMPUTER TECHNICIAN
WEB TECHNOLOGIES

Law, Public Safety, Corrections & Securities Career Cluster

PRINCIPLES OF LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY
LAW ENFORCEMENT I
LAW ENFORCEMENT II
FORENSIC SCIENCE
CORRECTIONAL SERVICES
COURT SYSTEMS AND PRACTICES

Marketing, Sales and Service Career Cluster

FASHION MARKETING
SPORTS AND ENTERTAINMENT MARKETING
ADVERTISING AND SALES PROMOTION
ENTREPRENEURSHIP
RETAILING AND E-TAILING
CAREER PREPARATION I
CAREER PREPARATION II

Technology Applications Courses

COMPUTER SCIENCE I
AP COMPUTER SCIENCE II (MAY COUNT AS A 4TH YEAR OF MATH)

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A Code for the Good Citizen of the American School

I realize that as a student in an American High School, I owe an obligation to parents or relatives whose sacrifices have given me the foundation upon which I am building; to the school which offers me an opportunity to develop my natural powers; to the community which makes my educational advantages possible; to my country which gives me liberty under the law; and to my own future as an individual citizen.

As a token of my determination to honorably discharge this obligation, I promise:

That I will use the facilities offered by the classroom to enlarge and broaden my interests, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.

That I will develop habits of reading and conversation which will broaden my culture and enable me better to understand the problems of community, state, and nation.

That I will carry on discussion in and out of the classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.

That I will avoid every form of cheating and dishonesty and will undertake to discourage all dishonorable practices.

That I will use my powers and influence for the common good; and that I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be pursued by everyone in my home, my school, my community, my country, and the world.

Adopted by the National Association of
Student Councils