

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.

2014- 2015 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 secundaria.

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 le 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 Educación Especial

Número de teléfono: 210-945-6200

TABLE OF CONTENTS

Foreword and Philosophy.....	ii
Table of Contents	v
Personnel and School Song	vi & vii
School Calendar	viii
Attendance	1-6
Academic Information	7-15
Graduation Requirements	16-18
Graduation Events	18-19
Guidance Program	19-23
District Student Acceptable Use Policy.....	23-27
Student Activities and Organizations	27-33
Student Health Policies	33-41
General Information	41-49
Student Driving Regulations	49-51
Dating Violence, Discrimination, Harassment & Retaliation.....	51-53
Discipline Management	54-69
Appendix I - Student Code of Conduct	70-106
Appendix II - Student Conduct on School Buses	107-109
Appendix III – Course Offerings.....	110-116
Appendix IV – District Student Acceptable Use Policy.....	117-120
Appendix V – Freedom from Bullying Policy	121-123

SUPERINTENDENT OF SCHOOL
Dr. Greg Gibson

BOARD OF TRUSTEES

David Pevoto.....	President
Mark Wilson.....	Vice President
Robert M. Westbrook.....	Secretary
Gary Inmon.....	Assistant Secretary
Ed Finley.....	Trustee
Scott Harrod.....	Trustee
George Ricks.....	Trustee

SAMUEL CLEMENS HIGH SCHOOL
ADMINISTRATION 945-6501

Missy Sosa.....	Principal
Amanda Gonzales (A-Cr).....	Vice-Principal
Terri Henry (Cu-Henry).....	Vice-Principal
Randal Clasen (Hern-Mede).....	Vice-Principal
Cynthia Ward (Medi-Sande).....	Vice-Principal
Jereme Matthews (Sandi-Z).....	Vice-Principal
Billie Alvarez.....	Principal's Secretary
Chris Gonzalez.....	Vice-Principal Secretary
Debra Stranahan.....	Vice-Principal Secretary

COUNSELORS 945-6526

Leah Salas (A-Cr).....	Counselor
Angela Sampson (Cu-Henry).....	Counselor
Kay Dunkley (Hern-Mede)	Counselor
Christine Civello (Medi-Sande)	Counselor
Rebecca Soto (Sandi-Z).....	Counselor
Andrea Garza.....	Student Services Counselor
Peggy Riordan.....	Registrar
Kim Cobin.....	Data Processor
Petra Almanza.....	Counselor Secretary
Tammi Murphy.....	Counselor Secretary

ATTENDANCE 945-6520

Camille Brannon.....	Attendance
----------------------	------------

DIRECTORS AND DEPARTMENT LEADERS

Jared Johnston.....	Athletic Coordinator
Robert Petrisky.....	Fine Arts Coordinator
Amanda Holman.....	Career & Technology
Stephanie Martinez.....	English
Josephine Rodriguez.....	World Languages
Jose Falcon.....	Mathematics
Cyndi Whitson.....	Science
Connie Baker.....	Social Studies
Audrey Wolf.....	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.	Our hearts inspired and true
Your courage and your spirit	Are loyal, ever faithful to
Will strengthen all our days.	Your GOLD AND ROYAL BLUE.

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

Mike Wohlfarth	Principal
Trina Simmons - (A-Cor)	Vice-Principal
Robert Cisco - (Cos-Hi)	Vice-Principal
Ruth Yamaguchi - (Ho-Min)	Vice-Principal
Julie McClelland - (Mio-Sa)	Vice Principal
Debra Ybarra - (Sc-Z)	Vice-Principal
Dee Dee Child	Principal's Secretary

COUNSELORS 619-4000

Cassandra Gracia (A-Cor)	Counselor
Michelle Garcia (Cos-Hi)	Counselor
Rubina Sanchez (Ho-Min)	Counselor
Lisa Ranallo (Mio-Sa)	Counselor
Robert Rogers (Sc-Z)	Counselor
Araceli Trejo	Student Services Counselor
Perri Alvarado	Registrar
Christine Ruiz	Data Processor
Maribel Hernandez (A-Cor)	Counselor/VP Secretary
Tammi Biggs (Cos-Hi)	Counselor/VP Secretary
Gina Showman (Ho-Min)	Counselor/VP Secretary
Laura Lauber (Mio-Sa)	Counselor/VP Secretary
Nancy Rodriguez (Sc-Z)	Counselor/VP Secretary

ATTENDANCE 619-4003

JoAnne Patterson	Attendance
------------------------	------------

DIRECTORS AND DEPARTMENT LEADERS

Scott Lehnhoff	Campus Athletic Coordinator
Julie Stadtmueller	Fine Arts
John Holm	Career & Technology
Lisa Magnusson, Susan Shires	English
Rosa Armijo	World Languages
Amanda Hartson	Mathematics
Scott Thomas	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 2014 - 2015

First Teaching DayAugust 25, 2014
 Last Teaching Day..... June 4, 2015

HOLIDAYS

Labor Day September 1, 2014
 Veteran's Day November 11, 2014
 Thanksgiving November 24 - 28, 2014
 Midwinter BreakDecember 22 – January 2, 2015
 Martin Luther King Day..... January 19, 2015
 Spring Break.....March 9-13, 2015
 EasterApril 3, 2015
 Memorial Day May 25, 2015
 Independence DayJuly 3, 2015

TEACHER STAFF DEVELOPMENT/WORK DAYS - STUDENT HOLIDAYS

August 14–22, 2014
 October 13, 2014
 February 16, 2015

FALL SEMESTER

First Nine Weeks	38 Days	Aug. 25 - Oct. 17
Second Nine Weeks	39 Days	Oct. 20 – Dec. 19
Total	77 Days	

SPRING SEMESTER

Third Nine Weeks	43 Days	Jan. 5 - March 6
Fourth Nine Weeks	57 Days	March 16 – June 4
Total	100 Days	

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

Bad Weather Make-up Days: Feb. 16 & June 5



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 2014

It is my pleasure and privilege to welcome you to the 2014-2015 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 2014-'15 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 them, we hope they nurture their talents and share them with their 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 review on our campus website.

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

Sincerely,

Missy Sosa
Principal

★ SCUCISD Mission Statement ★

Schertz-Cibola-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

1300 FM 1103 Cibolo, Texas 78108 Phone (210) 619-4000 Fax (210) 619-4057 www.scuc.txcd.net

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



Mike Wohlfarth
Principal

August, 2014

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 2014-2015 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-Cibolo-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 members of society.

Samuel Clemens Bell Schedule for 2014-2015 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 2014-2015 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	1:20-1:50	(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. A phone call does not excuse the absence. A note must still be brought in within 3 days. 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 3 days.

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.

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 absence with the highest grade of a 70. Absences and tardies such as the following are considered unexcused, but not limited to:

- Trips with parents
- Baby-sitting
- Car trouble
- Missed bus
- Over-sleeping
- DPS – Drivers' License visits
- 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	Out of School 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 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. Please refer to SCUCISD Local Policy EIC at <http://pol.tasb.org/Policy/Code/551?filter=EIC>

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 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. Student must obtain a waiver request form from the main office, complete the form, including parent and teacher signatures, and return the form to the main office.

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:

October 23, 2014	January 8, 2015
March 19, 2015	June 11, 2015

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 with a lunch period.

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 80 must be achieved to receive credit by examination for acceleration for courses not previously taken. Dates for credit by examination will be:

November 13, 2014
December 10, 2014

April 9, 2015
April 23, 2015

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 High School prior to 2014-15 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, Math- ematical 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.

FOUNDATION GRADUATION PROGRAM

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Health	1/2	1/2
Electives	5	7

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
Miscellaneous		Available Endorsements****: Science, Technology, Engineering, and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
TOTAL REQUIRED	22 credits	26 credits

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.

2014-2015 TAKS TEST SCHEDULE

Oct.	20 (Mon.)	Exit Level ELA (Re-test)
	21 (Tues.)	Exit Level Math (Re-test)
	22 (Wed.)	Exit Level Science (Re-test)
	23 (Thurs.)	Exit Level Social Studies (Re-test)
March	2 (Mon.)	Exit Level ELA (Re-Test)
	3 (Tues.)	Exit Level Math (Re-Test)
	4 (Wed.)	Exit Level Science (Re-test)
	5 (Thurs.)	Exit Level Social Studies (Re-test)
July	6 (Mon.)	Exit Level ELA (Re-test)
	7 (Tues.)	Exit Level Math (Re-test)
	8 (Wed.)	Exit Level Science (Re-test)
	9 (Thurs.)	Exit Level Social Studies (Re-test)

2014 – 2015 STAAR Test Schedule

Dec.	2 (Tues.)	English I
	3 (Wed.)	English II
	4 (Thurs.)	All Make-up Sessions
	5 (Fri.)	All Make-up Sessions
Assessment Window		
Dec.	1-5	Algebra I, Biology, U.S. History
March	30 (Mon.)	English I
March	31 (Tues)	English II
April	1 (Wed.)	All Make-up Sessions
	2 (Thurs.)	All Make-up Sessions
	3 (Fri.)	All Make-up Sessions
Assessment Window		
May	4-8	Algebra I, Biology, U.S. History
July	7 (Tues.)	English I
	8 (Wed.)	English II
	9 (Thurs.)	All Make-up Sessions
	10(Fri.)	All Make-up Sessions
Assessment Window		
July	6-10	Algebra I, Biology, U.S. History

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 15, 2014. 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 2014-2015

PSAT – October 15, 2014 at school
October 18, 2014 at testing centers

<u>ACT Test Date</u>	<u>Registration Deadline</u>
*September 13	August 8
October 25	September 19
December 13	November 7
February 7	January 9
*April 18	March 13
June 13	May 8

*Given at Steele – September

*Given at Clemens - April

<u>SAT Test Date</u>	<u>Registration Deadline</u>
October 11	September 12
*November 8	October 9
December 6	November 6
*January 24	December 29
March 14	February 13
*May 2	April 6
June 6	May 8

*Steele High School

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.

District Student Acceptable Use Policy

PART A - COMPUTER USE

The Schertz-Cibolo-Universal City ISD ("SCUCISD") provides technology resources to its students for educational purposes only. The goal in providing these resources is to promote education by facilitating resource sharing, innovation, communication and responsible use with the support of parents, teachers, and staff. All users are expected to use the System in a responsible, ethical, polite manner, and in accordance with the District Policy, CQ (LOCAL), CY (LOCAL) and CQ (LEGAL).

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 might be objectionable. While the district will take reasonable steps to preclude access to such material and does not encourage such use, it is not possible for us to absolutely prevent such encounters. SCUCISD believes the value of using these resources outweighs the possibility of coming across such content.

Proper behavior is no different than in all other activities and classes. All users are expected to use the System in a responsible, ethical, polite manner and in accordance with the District Policy.

These guidelines are provided so students and parents are aware of the responsibilities students accept when they use district owned computer hardware, software, electronic mail, and social media resources.

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. Even with a District Internet safety plan in place, students are expected to notify a teacher or administration whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

4. All users are expected to follow existing copyright laws. Copyright guidelines can be found in the libraries at each campus. The illegal installation of copyrighted software for use on SCUCISD computers or computing systems is prohibited.
5. Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing it with fellow students.
6. Any use of SCUCISD computers for commercial and/or for profit purpose is expressly prohibited.
7. The use of SCUCISD computers for product advertisement and/or endorsement or political lobbying or campaigning is prohibited.
8. Users shall not seek information on, obtain copies of, modify files, or other data, or passwords belonging to other users.
9. No use of SCUCISD computers shall serve to disrupt the use of computers by others; hardware, software and/or web pages shall not be destroyed, modified, vandalized, or abused in any way. Vandalism includes any attempt to harm or destroy data of another user.
10. 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.
11. Hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited on SCUCISD computers and computing systems.
12. Users are prohibited from using SCUCISD computers and computing systems for the electronic transmission of inappropriate photographs or text material (i.e. photos showing nudity or undergarments, any inappropriate sexually explicit photo, photos showing drugs or alcohol, referring to drugs or alcohol, using vulgar language or cursing) over the Internet, such as on a personal website (i.e. Facebook or MySpace or the like), "sexting" or distribution of nude or sexually explicit photographs by cell phone and/or SCUCISD computers and computing systems, or through any other form of mass communication.
13. 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.
14. Students are responsible for the proper handling and care of technology devices while in their possession returning them in good working condition.
15. Plagiarizing or using the District technology resources to engage in academic dishonesty is prohibited.
16. Users shall not attempt to bypass or disable the District's Internet filter, security systems or software.
17. THE ABOVE LIST IS NOT INTENDED TO BE ALL-INCLUSIVE.

PART B - BRING YOUR OWN DEVICE (BYOD)

SCUCISD will be allowing students in Grades 9-12 to begin bringing their own authorized technology devices (currently including Cell Phones, Microsoft Windows PC computing devices, MAC OS X 10.6+, iPads, or Android Tablets) for individual instructional use when specifically permitted by the teacher. Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom, and will be at the discretion of the teacher. All devices must remain powered off and put away unless directed otherwise.

1. When using the device, students must access the internet by the way of the District's filtered wireless connection. The use of private 3G/4G network access is prohibited during the instructional day.
2. Students who use personally-owned, web-enabled devices will have access to wireless Internet but will not have access to any District drives such as network folders. Student x-drives can only be accessed via District machines.
3. Students may not use any devices to record, transmit, or post photos or video of any person without their knowledge and written parental consent. Images, video and audio files recorded at school may not be transmitted or posted at any time, without the permission of a teacher or administrator. Students are not to download music, applications, or files at any time, unless directed by the teacher.
4. SCUCISD is not liable for any loss or damage incurred, nor can it load software or maintain/repair any student-owned device. SCUCISD Teachers will not spend time (class or before/after school) configuring devices or troubleshooting.
5. Equipment should come to school charged and ready to go. The school will not have charging stations or extra cables for charging devices at this time.
6. Students are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software, as well as fully-patched (updated) operating systems, and should be clearly marked with the student's full name for identification purposes. Students are required to register the device (2 max per student) through the district form.
7. Students will not loan their device(s) to another student. The user is responsible for the content contained on the device regardless of how it originated.
8. All devices brought onto an SCUCISD campus are subject to search and seizure. Improper use could result in the loss of privileges for such devices.

PART C - 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 D - EMAIL WHEN ALLOWED

1. Email should be used for educational purposes only.
2. Email transmissions, stored data, transmitted data, or any other use of the System by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All email and all email content are property of the District.
4. Email should only be forwarded by a student to another person that would need the information contained in the email for educational or administrative purposes that are consistent with the goals and mission of the District.
5. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

PART E - BLOGS, PODCASTS, SOCIAL NETWORKING, AND WIKIS

Online communication is critical to our students' learning of 21st century skills. Web 2.0 tools, such as blogging and podcasting, offer authentic, real-world vehicles for student expression. As educators, our primary responsibility to students is their safety, thus expectations for classroom blogs, student-protected emails, podcasts, or other Web interactive use must follow all District-established Internet safety guidelines.

1. The use of blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist, or discriminatory remarks.
2. Teachers shall monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
3. All students using blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.
4. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet in person.
5. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
6. Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
7. Students using Web 2.0 tools agree to not share their username or password with anyone besides their teachers and parents and to treat any Web 2.0 environments as classroom spaces.

8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

PART F - DISPLAY OF STUDENT WORK OR INFORMATION:

The following conditions apply to the display of student work including, but not limited to art work, class work, photographs, podcasts, projects, and writings on the District's websites or other Internet sites. Student work that has been recorded for a grade is considered an "educational record".

1. All student work or photographs to be displayed must follow the District standard and must be compliant with the dress code as described in the Student Handbook and Code of Conduct.
2. Parental consent for students under the age of 18 must be obtained prior to posting student-created work on campus and /or District Websites, social networking, and/or other Internet sites.
3. Students may not transmit pictures without obtaining prior permission from all individuals depicted, or from parents of depicted individuals who are under the age of 18.
4. Student photographs and/or student work may only be displayed according to the directory information sheet filled out by the parent/legal guardian.

PART G - CONSEQUENCES OF IMPROPER USE:

1. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Student Acceptable Use Policy, the Student Handbook and the Code of Conduct, and Board Policy CQ may result in suspension or termination of System privileges and disciplinary actions. This may also require restitution for costs associated with the necessary repairs and/or replacement of system, hardware, or software if any damage was caused by student's noncompliance or improper use.
2. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Public Information Act therefore, proper authorities will be given access to their content.

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
Bowling
Dance Teams
Pep Squads
Dance & Pep Squad Booster

Bowling
 Business Professionals of America
 Cheerleaders
 Cheerleaders Booster
 Chess
 Choir
 Choir Boosters
 Class of 2015
 Class of 2016
 Class of 2017
 Class of 2018
 Creative Writing
 Distributive Education Club of America
 Ecology
 Family, Career, & Community Leaders of America
 Fellowship of Christian Athletes
 Floral Design
 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
 Quidditch
 Spanish Club
 Student Council
 Students For A Peaceful Society
 Student Health & Fitness Club
 TAFE
 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 22 extracurricular absences.**

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.

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 – 5th grades. For the 2014-2015 school year, 6th – 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 6th – 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 ≥ 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 – 5th grade and 7th – 11th grades. All other students are required to have one dose received on or after the 1st birthday. 2-dose requirement goes into effect for grade 6 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 PK – 5th grade. Second dose is required 6 to 18 months after the first dose. 2-dose Hepatitis A requirement goes into effect for 6th – 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 – 12th grade students.

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, 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.

In consideration of students with allergies and various food sensitivities, only store-bought food will be allowed for classroom celebrations.

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 all 7th – 12th grade students. 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)
Schertz Elementary

830- 420-2291
210- 658-4875

For questions please call: Medical (210) 410-9477, Dental (830) 420-2291
Social Services (210) 410-9669

FOOD ON CAMPUS

All Texas public schools participating in the federal child nutrition programs (National School Lunch Program, School Breakfast Program and the After School Snack Program) must comply with the nutrition policies outlined in the Texas Public School Nutrition Policy and enforced by the Texas Department of Agriculture (TDA). The policy is required to be followed with the start of the first breakfast period and continued until the end of the last instruction period of the day (last bell). The policy not only applies to what

food service may serve students, but also applies to snacks or food used in instruction in classrooms whether it is provided by food service, teachers, parents or program presenters. Check www.squaremeals.org for up to date information.

The Texas Public School Nutrition Policy explicitly states that it does not restrict what foods or beverages parents may provide for their own children's consumption. Also, TDA recognizes that celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Parents or grandparents of a student may bring food items that may be otherwise restricted for an in classroom birthday party on the occasion of the child's birthday. These parties will be scheduled after the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Any food provided for class celebrations **must** be store-bought and pre-packaged or from a certified bakery **with an accurate ingredients label**. Parents planning to bring in birthday items **must give the teacher 24 hour advance notice** to allow for students with food allergies to have food substitutions during celebrations. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

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 or other valuables to school. SCUCISD will be allowing students in Grades 9-12 to begin bringing their own authorized technology devices (currently including Cell Phones, Microsoft Windows PC computing devices, MAC OS X 10.6+, iPads, or Android Tablets) for individual instructional use when specifically permitted by the teacher.

Complaints and Appeals

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level. Please refer to SCUC Policy FNG.

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 in the building. 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 Cibola 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. 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://sapon.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. This includes e-cigarettes.

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 of 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. An exception to this policy can be found in the District Student Acceptable Use Bring Your Own Device (BYOD) Policy on page 23.

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.**

Schertz-Cibolo-Universal City ISD
Student Code of Conduct
2014-2015

TABLE OF CONTENTS

GENERAL OVERVIEW	3	Procedures for Teacher Removal	
Purpose		Return to the Classroom	
Additional Rules		IN-SCHOOL SUSPENSION (ISS).....	14
General Standards of Student Conduct		Reasons for ISS	
Notice of Disciplinary Action		Procedure for ISS	
Discipline Appeals		OUT-OF-SCHOOL SUSPENSION (OSS).....	14
Effect of Student Withdrawal		Reasons for OSS	
SCOPE OF DISCIPLINARY AUTHORITY.....	4	Procedure for OSS	
General Authority		DISCIPLINARY ALTERNATIVE EDUCATION	
Searches		PROGRAM (DAEP).....	15
Criminal Conduct		Reasons for Mandatory DAEP Placement	
DISCIPLINE CONSIDERATIONS & TECHNIQUES. 5		Reasons for Discretionary DAEP Placement	
Discipline Considerations		Emergency DAEP Placement	
Discipline Management Techniques		Procedure for DAEP Placement	
GENERAL TYPES OF PROHIBITED CONDUCT..... 8		Length of DAEP Placement	
Misconduct Involving Others		Particular Rules for Registered Sex Offenders	
Possessing, Using, Giving, Selling, or Buying		Other DAEP Issues	
Prohibited Items		EXPULSION.....	21
Misuse of Property		Reasons for Mandatory Expulsion	
Technology		Reasons for Discretionary Expulsion	
Failure to Follow Rules		Emergency Expulsion	
Other Misconduct		Procedure for Expulsion	
REMOVAL FROM CLASSROOM BY TEACHER.....13		Length of Expulsion	
Ordinary Teacher Removal		Other Expulsion Issues	
Formal Teacher Removal		Expulsion Appeals	
Placement During Removal		DEFINITIONS.....	27

GENERAL OVERVIEW

<p>PURPOSE</p>	<p>The Board of Trustees adopted this Student Code of Conduct (SCC) to promote a safe, secure, and optimal learning environment for all students. Inside you will find information regarding:</p> <ul style="list-style-type: none"> • The District-wide discipline management plan, • A description of prohibited conduct, • The disciplinary options, methods, and consequences for preventing and addressing student misconduct, and • The process the District will follow when administering disciplinary consequences. <p>If there is a conflict between the SCC and the Student Handbook, the terms of the SCC will control. If there is a conflict between the SCC and District policy, the more recently adopted item will control.</p> <p>Students may be subject to campus, classroom, extracurricular, and/or organization rules in addition to those found in the SCC. Students may face consequences under these additional rules as well as possible disciplinary action under the SCC. Further, to the extent a student engages in misconduct that is not specifically addressed in the SCC, the student may still be disciplined if the misconduct disrupts or interferes with educational process, learning environment, or school safety.</p>
<p>ADDITIONAL RULES</p>	<p>In order to promote a positive educational experience for all students, the District expects students to adhere to seven basic standards of conduct: (1) exercise self-control, self-respect, and self-discipline; (2) demonstrate a positive attitude; (3) respect the rights and feelings of others; (4) respect school property; (5) support the learning process; (6) adhere to rules; and (7) promote a safe environment. Because of significant variations in student conduct, it is not always possible for the SCC to address each and every act of student misbehavior. To that end, the District retains discretion to address student misconduct that is inconsistent with these seven standards even though the conduct may not be specifically included in the SCC.</p>
<p>GENERAL STANDARDS OF STUDENT CONDUCT</p> <p>NOTICE OF DISCIPLINARY ACTION</p>	<p>Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. The campus administrator will contact the parent/guardian by phone or in writing within three school day of becoming aware of misconduct that may result in out-of-school suspension , DAEP placement, or expulsion from school. Failure to send any notice within this time period or as noted elsewhere in the SCC does not preclude imposing a discipline consequence.</p>

<p>ANTI-DISCRIMINATION</p> <p>DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS</p> <p>DISCIPLINE APPEALS</p> <p>EFFECT OF STUDENT WITHDRAWAL</p>	
<p>GENERAL AUTHORITY</p>	

The District does not discriminate against students on the basis of race, sex, national origin, disability, religion, color, or ethnicity when enforcing the provisions of the SCC.

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are subject to discipline in accordance with those laws. For more information about those specific procedures, please contact the Director of Special Education. A student enrolled in a special education program may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting is conducted.

Appeals of disciplinary measures should be directed to the student’s teacher or campus administrator. Depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.sccutx.net>. Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

Withdrawal from school after a student has been accused of a violation of the SCC will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District.

78

SCOPE OF THE DISTRICT’S DISCIPLINARY AUTHORITY

In addition to the disciplinary authority established for certain types of offenses as described within the SCC, the District has general disciplinary authority over a student at the following times:

<p>SEARCHES</p>	<p>DISCIPLINE CONSIDERATIONS</p>
------------------------	---

- At any time during the school day
- While traveling to and from school or school activities on District transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- As provided in extracurricular or organization handbooks, by-laws, or constitutions
- During lunch periods, including those in which a student leaves the campus
- While on school property
- For any school-related misconduct, regardless of time or location
- Other off campus conduct as permitted by Chapter 37 of the Texas Education Code
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line
- If the student is a registered sex offender

A student's clothing, personal property, electronic equipment and method of transportation may be searched when there is reasonable cause to believe the search will reveal articles or materials prohibited by the District. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. Policy FNF (Local) allows school property used by the student (such as lockers or desks) to be searched or inspected at any time and without notice. There is no reasonable cause requirement for search of desks or lockers. Students may be disciplined for possession of prohibited items discovered during a search.

Please take note: Nearly every year there is an incident involving a student whose vehicle is found to contain some prohibited item, and the student claims that he/she had no knowledge it was in their vehicle. Students are held responsible for making sure that they check their vehicle before coming onto school property.

School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Certain acts of misconduct may constitute criminal offenses in addition to violation of the SCC. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

<p>DISCIPLINE CONSIDERATIONS & TECHNIQUES</p>	<p>Using their professional judgment, District employees will consider a variety of factors when administering disciplinary consequences and determining the duration of the consequence, including but not limited to:</p> <p>Page 5 of 32</p>
--	---

DISCIPLINE MANAGEMENT TECHNIQUES

- the degree of severity and the risk of danger
- the effect of the misconduct
- the age and grade level of the student
- the student's disciplinary history
- legal requirements
- the frequency of the misconduct
- the student's demeanor
- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, to the extent required by state and federal law

When deciding to order the out-of-school suspension, DAEP placement, expulsion, or placement in JJAEP of a student the District will also consider: (1) self-defense (see definitions), and (2) the student's intent (see definitions) or lack of intent at the time of the misconduct.

Discipline is designed to correct student behavior and encourage students to comply with the school rules. The District may use any or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problem, or address violations of the SCC or campus or classroom rules:

- Verbal correction
- Seating changes
- Parent conferences
- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office or other area

- Assignment of school-related tasks or duties
- Other methods and consequences as stated in the SCC
- Calming-down time
- Demerits or rewards
- Confiscation of items
- School probation
- Restitution or restoration
- Transfer to a different classroom or campus
- Loss or restriction of privileges, including transportation privileges, participation or membership in co-curricular or extracurricular activities, and seeking or holding honorary positions
- Counseling
- In-school suspension
- Out-of-school suspension
- Disciplinary Alternative Education Program (DAEP)
- Expulsion
- Consequences identified in co-curricular or extracurricular codes of conduct, constitutions, or by-laws
- Grade reductions as permitted by policy
- Detention
- Corporal punishment, unless the student's parent's or guardian has provided a signed statement prohibiting its use
- Conflict Mediation

GENERAL TYPES OF PROHIBITED CONDUCT

MISCONDUCT INVOLVING OTHERS

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more "Discipline Management Techniques" if the behavior is committed at school, a school-sponsored or school-related activity, or when the District has "Disciplinary Authority" as described in the SCC.

- Horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm and threatens the safety of others
- Fighting (see definitions) or scuffling that does not result in physical pain, illness, or any impairment of a physical condition
- Engaging in conduct that can cause bodily injury (see definitions) or property damage
- Forcing an unwilling person to act or not act or obtaining money or another object of value from an unwilling person through duress, threats, force, extortion, coercion, or blackmail
- Subjecting a student or District employee, official, or volunteer to physical confinement or restraint
- Bullying (see definitions)
- Name-calling, ethnic or racial slurs, or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence
- Adding any substance, whether harmful or not, without permission to any food or beverages belonging to, in the possession of, or meant to be consumed by another student or District employee, official, or volunteer
- Engaging in harassment (see definitions) toward another student or a District employee, official, or volunteer, including harassment motivated by race, color, religion, national origin, disability, sex, or age
- Engaging in sexual harassment (see definitions) or sexual abuse
- Inappropriate verbal (oral or written), physical, or sexual contact toward another student or a District employee, official, or volunteer regardless of whether it is consensual
- Consensual hugging, touching, or other displays of affection that interfere with, detract, or disrupt the school environment
- Engaging in physical, sexual, verbal, or emotional abuse as a means to harm, threaten, intimidate, or control another person in a current or past dating relationship

**POSSESSING, USING,
GIVING, SELLING, OR
BUYING PROHIBITED
ITEMS**

- Engaging in oral or written threats to cause harm or bodily injury (see definitions) to another student, a District employee, official, or volunteer, or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school, including website or internet posting, if the threat causes a material or substantial disruption at school.
- Wrongfully obtaining and using another person's identifying information or personal data without permissions in order to mislead, defraud, or deceive
- Hazing (see definitions)
- Matches or a lighter
- Tobacco products, including e-cigarettes
- Fireworks or any other pyrotechnic device
- Smoke or stink bombs
- Laser pointers (unauthorized use)
- Pepper spray or other small chemical dispenser sold commercially for personal protection
- "Look-alike" drugs or items attempted to be passed off as drugs, including non-prescription drugs, medications, or herbal or dietary supplements except as permitted by District policy
- Razor blades, box cutters, or chains
- Knives with a blade 3" or less
- Fake or "look-alike" weapons
- Poisons, caustic acids, or other materials that may be toxic to the human body
- BB gun, air gun, or stun gun, paint ball gun, paint ball gun
- Ammunition, shells, bullets, or gunpowder
- Material that is sexually-oriented, pornographic, or reveals a person's private body parts
- Material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety

**MISUSE OF
PROPERTY**

**SAFETY/
DISRUPTION**

- Articles not generally considered to be weapons when the administrator determines that a danger exists or when used in a way that threatens or inflicts bodily injury to another
- CD or DVD players, cassette players, electronic games, MP3 players, stereo head sets, or other electronic equipment for other than approved use
- Using, displaying, or having in operational mode a paging device, cellular telephone, or telecommunications device (see definitions) at school during the school day
- Stealing from others, including the District
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony
- Damaging destroying or vandalizing property owned by others or the District
- Marking District property such as textbooks, lockers, furniture, or equipment with graffiti, tagging, or by other means
- Attempting to start or starting a fire on or in any property owned, used, or controlled by a student, the District, or District employees, officials, or volunteers that does not rise to the level of arson or criminal mischief
- Threatening to use or exhibit a firearm
- Discharging a fire extinguisher, pulling a fire alarm, calling 911, or causing the sprinkler system to activate when there is no smoke, fire, danger, or emergency
- Making or participating in false statements or hoaxes regarding school safety
- Engaging in misbehavior, actions, or demonstrations that substantially disrupt or materially interfere with the school activities or that give school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Making false accusations or providing false statements concerning wrongful, unlawful, inappropriate, or illegal conduct alleged to have been committed by another student or District employee, official, or volunteer
- Throwing objects that can cause bodily injury or property damage

TECHNOLOGY

- Sending, posting or possessing electronic messages that are abusive, obscene, sexually oriented, harassing, illegal; including cyberbullying and “sexting” either on or off school property, or that cause a material or substantial disruption at school
- Using any device to copy or capture an image or the content of any District materials (such as tests or exams) without permission of a teacher or administrator
- Making, participating in the making of, transmitting to another via an electronic device, or posting to the Internet a digital video or audio recording of an actual or simulated act that involves conduct prohibited by the Code of Conduct. (Students who are not involved in the prohibited conduct will not be disciplined under this provision so long as they report the incident to a school employee, turn over the recording to a school employee as soon as possible after the incident, and do not provide a copy of the recording to anyone other than the law enforcement or school employees.)
- Using any device or technology that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or to record the voice or image of another without the prior consent of the individual being recorded
- Using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting)
- Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another
- Using email, websites, or electronic devices to encourage illegal conduct, violations of the SCC, or to threaten school safety
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means
- Attempting to or successfully altering, destroying, interrupting, or disabling District computer equipment, District data, the data of other users of the District's computer system, or other networks connected to the District's system, including uploading or creating computer viruses, worms, or other harmful material
- Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website

FAILURE TO FOLLOW RULES

- Engaging in any of the above forms of technological misconduct outside of school when such conduct causes a material or substantial disruption at school as determined by the school officials
- Violating dress and grooming criteria
- Being insubordinate or otherwise failing to comply with lawful directives given by school personnel
- Attempting to or successfully evading, avoiding, or delaying questioning by a District employee
- Failing to provide proper identification upon request of a District employee
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others
- Unexcused tardiness to class
- Skipping school or class without the District's or parent/guardian's permission
- Leaving class, the campus, or school events without permission
- Violating rules for conduct on school transportation
- Violating rules for operating or parking a motor vehicle on school property
- Violating policies or rules for computer use, Internet access, technology, or other electronic communications or imaging devices
- Violating the District's medications policy regarding prescription and over-the-counter drugs
- Academic dishonesty, including cheating, copying the work of another, plagiarism or unauthorized collaboration with another person in preparing an assignment
- Failure to comply with the guidelines applicable to student speakers who are speaking at school-sponsored or school-related events
- Violating other campus or classroom rules for behavior or district policies

OTHER MISCONDUCT

	<div data-bbox="646 1242 693 1404">ORDINARY TEACHER REMOVAL</div> <div data-bbox="742 1253 789 1404">FORMAL TEACHER REMOVAL</div>
--	---

- Using profanity, vulgar language, or obscene gestures
- Loitering in unauthorized areas
- Falsifying, altering, forging, or destroying school records, passes, other school-related documents, or documents presented to District employees
- Gambling or betting money or other things of value
- Inappropriate exposure of a student's private body parts which are ordinarily covered by clothing, including through such acts as mooning, streaking, or flashing
- Terroristic threat
- Trespassing on District property, or entering any District building or structure after regular District working hours o any day school is not in session. Disciplinary consequences for conduct prohibited by this provision will imposed even if no physical damage is caused to District property as the result of the trespass or unauthorized entry.
- Engaging in online harassment or online impersonation in violation of Texas Penal § 33.07

REMOVAL FROM CLASSROOM BY TEACHER

A teacher may send a student to the administrator’s office to maintain discipline in the classroom or when the student engages in behavior that violates the SCC. The administrator may use one or more discipline management techniques to address the behavior.

A teacher may remove a student from class when:

- The student’s behavior has been documented by the teacher as repeatedly interfering with the teacher’s ability to teach or with the learning of other students; or
- The behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach or with the learning of other students

A teacher must remove a student from class if the student engages in conduct that requires or permits DAEP placement or expulsion under the Texas Education Code.

**PLACEMENT DURING
REMOVAL**

When a teacher utilizes a formal removal of the student from the classroom, the administrator may place the student in: (1) another appropriate classroom, (2) in-school suspension, (3) out-of-school suspension, or (4) DAEP.

**PROCEDURES FOR
TEACHER REMOVAL**

No later than three school days after a teacher has formally removed a student from class, an administrator will schedule a conference with the administrator, the student's parent/guardian, the student, and the teacher. At the conference, the student will be provided an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

**RETURN TO THE
CLASSROOM**

If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault, or aggravated sexual assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent.

In other cases where the teacher initiates a formal removal, the student may only be returned to the teacher's class without the teacher's consent if the Placement Review Committee that the teacher's class is the best or only alternative.

IN-SCHOOL SUSPENSION (ISS)

**REASONS FOR ISS
PROCEDURE FOR
ISS**

Students may be placed in ISS for any misconduct listed in any category of the SCC.

The student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher.

OUT -OF -SCHOOL SUSPENSION (OSS)

**REASONS FOR OSS
PROCEDURE FOR
OSS**

Students may be suspended from school for any misconduct listed in any category of the SCC.

The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator may place restrictions on the student's participation in school-sponsored or school-related activities. Students may be suspended for a maximum of three school days per behavior violation.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

REASONS FOR MANDATORY DAEP PLACEMENT

School-Related. A student must be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (see definitions) resulting in bodily injury (see definitions) to another.
- Sell, gives, delivers, possesses, uses, or is under the influence of marijuana, synthetic marijuana, a controlled substance (see definitions), a dangerous drug (see definitions), or an alcoholic beverage (see definitions) in any amount not punishable as a felony. Students may be expelled for the 2nd infraction occurring in the same school year.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony. Students may be expelled for the 2nd infraction occurring in the same school year.
- Engages in an offense relating to abusable volatile chemicals (see definitions). Students may be expelled for the 2nd infraction occurring in the same school year.
- Engages in public lewdness (see definitions).
- Engages in indecent exposure (see definitions).
- Possesses or uses a knife with a blade over 3" up to 5 ½".
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in federal firearm offense if the student is six years of age or younger.

Off-Campus. A student must be placed in DAEP for the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The student receives deferred prosecution for a Title 5 (see definitions) felony offense or aggravated robbery
- A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense or aggravated robbery

- The administrator reasonably believes that the student engaged in a Title 5 felony offense or aggravated robbery

Regardless of Location. A student must be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Issues a false alarm or report (see definitions) or a terroristic threat (see definitions) involving a public school. Students may be expelled for the 2nd infraction occurring in the same school year.
- Retaliates (see definitions) against any school employee.
- Is involved with a public school fraternity, sorority, secret society, or gang (see definitions), including participating as a member or pledge, or soliciting another person to become a member or pledge.
- Is involved with a criminal street gang (see definitions) or encourages, solicits, enables, or causes another to become a member of a criminal street gang.
- Engages in criminal mischief if the damage is less than \$1,500 but equal to or greater than \$500.
- Is a registered sex offender (see definitions) under court supervision, probation, community supervision, or parole.

Students who are: (1) convicted of continuous sexual abuse of a young child or children; or (2) convicted, receive deferred adjudication or deferred prosecution, been found to have engaged in delinquent conduct or conduct in need of supervision, or been placed on probation for either sexual assault or aggravated sexual assault against another student assigned to the same campus at the time the offense occurred will be placed in DAEP (or JJAEP as appropriate) on the request of the victim's parents if the victim student does not wish to transfer, and there is only one campus serving that grade level. Placement in this circumstance may be for any length of time considered necessary.

School-Related. A student may be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Possessing, giving, buying or selling less than a usable amount of stems, seeds, or other pieces of marijuana or synthetic marijuana

- Possessing, using, selling, buying, or giving paraphernalia (see definitions) related to any prohibited substance, including but not limited to marijuana, synthetic marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage
- Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying, or selling prescription drug; possessing, using, or being under the influence of another person's prescription drug.
- Preparing a hit list (see definitions).
- Committing any offense included in the list of "General Types of Prohibited Misconduct" in the SCC.
- Engaging in serious (see definitions) misbehavior that violates this SCC.
- Engaging in online harassment or online impersonation in violation of Texas Penal Code § 33.07

Off-Campus. A student may be placed in DAEP for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The administrator reasonably believes the student engaged in conduct punishable as a felony (other than a Title 5 felony), and the student's continued presence in the regular classroom is a threat to the safety of other or is detrimental to the educational process.
- Off-campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred.

Regardless of Location. A student may be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- If the student is a registered sex offender (see definitions) who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process, and such placement is not contrary to the best interests of the District's students.
- Engages in criminal mischief if the damage is less than \$500.

An administrator may order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, the learning of other students, or the operation of a school-related or a school-sponsored activity. The reason for emergency placement must also be a reason for which DAEP placement could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action.

PROCEDURE FOR DAEP PLACEMENT

No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP; see below.

Conference. No later than three school days after the student is removed from class, the administrator will schedule a conference with the administrator, the student's parent/guardian, and the student. The District may conduct the conference and make a discipline decision regardless of whether the student or the student's parent/guardian attends if the District made reasonable attempts to have them attend.

At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident.

If during the term of DAEP placement the student engages in additional misconduct, additional conferences may be conducted and additional discipline may be imposed.

Interim Placement. Until a placement conference can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension. The student may not be returned to the regular classroom pending the placement conference.

DAEP Placement Order. If the outcome of the conference is to place the student in DAEP, the administrator will issue a DAEP placement order. If the length of placement differs from the guidelines included in the SCC, the DAEP placement order will give notice of the inconsistency.

A copy of the DAEP placement order will be sent to the student and the student's parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the course work.

The length of a student's placement in DAEP will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory DAEP placement will result in placement for 45-190 school days. Discretionary DAEP placements will result in placement for 30-60 school days. The length of DAEP placement may not exceed one year unless, after review, the District determine the (1) the student is a safety threat, or (2) extended placement is in the best interest of the student.

COURSEWORK NOTICE

LENGTH OF DAEP PLACEMENT

**PARTICULAR
RULES FOR
REGISTERED SEX
OFFENDERS**

Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, the administrator must determine that: (1) the student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or (2) the student has engaged in serious misbehavior (see definitions) that violates the SCC.

If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

The general SCC rules for DAEP placement apply to registered student sex offenders (see definitions) except as modified in this section.

Placement. Registered sex offenders will be placed in a Juvenile Justice Alternative Education Program (JJAEP) in lieu of DAEP if: (1) ordered to attend JJAEP by a court, or (2) if permitted by agreement between the District and the JJAEP.

Length of Placement. Registered sex offenders under court supervision will be placed in DAEP for a minimum of 90 school days, which is the equivalent of one semester.

Registered sex offenders who are not under any form of court supervision but are assigned to DAEP must serve a minimum of 90 school days, which is the equivalent of one semester.

Transfers. Registered sex offenders (whether under court supervision or not) that transfer into the District will be required to complete the DAEP assignment assessed by the previous school district, but will receive credit for any time already spent in DAEP.

In making a decision regarding the placement of a registered sex offender that transfers into the District, the District will consider the recommendation of the review committee as described in the "Periodic Review for Sex Offenders" section described below.

Periodic Review for Registered Sex Offenders. After 90 school days in DAEP, the review committee will determine by majority vote and recommend to the Director of Student and Academic Services whether the student should remain in DAEP or be returned to the regular classroom. The Director of Student and Academic Services will follow the committee's decision to return the student to the regular classroom unless the student's presence in the regular classroom is a threat to the District's students.

If the student remains in DAEP, the review committee will re-consider the student's placement before the beginning of the next school year.

OTHER DAEP ISSUES

Appeals for Registered Sex Offenders. DAEP placement may be appealed as described in District policy PNG or FOC. However, the appeal is limited to the factual question of whether the student is required to register as a sex offender under the law. A decision of the district's Board of Trustees is final and may not be appealed.

No Participation in Activities While in DAEP. Students placed in DAEP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

Impact on Graduation. For graduating seniors who are in DAEP during the last week of school, the DAEP placement will continue through the last instructional day. The student will be allowed to participate in commencement exercises and related graduation activities unless otherwise specified in the DAEP placement order.

Transportation. A student placed in DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

Periodic Review. The District will review a student's DAEP placement and academic status every 120 calendar days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Effect of Student Withdrawal. When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

If the administrator does not issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order.

Student Transfers. Students assigned to DAEP in another Texas district, a Texas open-enrollment charter school, or an out-of-state school district at the time of enrollment into the District will be placed into the District's DAEP to complete the term of their DAEP placement. In order to continue an out-of-state DAEP placement, the basis for the DAEP placement must also be a reason for DAEP placement in the enrolling district. If the out-of-state DAEP placement period exceeds one year, the District will reduce the period of placement so that the total placement does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interests of the student.

Criminal Proceedings. The review and appeal process described below does not apply if the student was placed in DAEP as required by law for conduct occurring on or within 300 feet of school property, at a school-sponsored or school-related activity, or for a false alarm or report or terroristic threat involving a public school.

If the District receives notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others.

The administrator's decision may be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator.

If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom while the appeal is pending.

EXPULSION

School-Related. A student must be expelled for any of the following misconduct that occurs on school property or while attending a school-sponsored or school-related activity on or off:

- Brings to school a firearm, as defined by federal law (see definitions).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm*, (2) an illegal knife, (3) a club, or (4) a prohibited weapon. (see definitions) *Firearm note: A student will not be expelled solely for using, exhibiting, or possessing a firearm in the following circumstances: (1) at an approved target range facility not located at a school campus, (2) while participating in or preparing for a school-sponsored shooting sports competition, or (3) while participating in or preparing for a shooting sports educational activity sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization with the Department so long as the firearm is not brought on school property.
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with

REASONS FOR MANDATORY EXPULSION

REASONS FOR DISCRETIONARY EXPULSION

a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children

- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana or synthetic marijuana, a controlled substance (see definitions), a dangerous drug (see definitions), or an alcoholic beverage (see definitions) if the behavior is punishable as a felony
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.

Regardless of Location. A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Retaliates against a school employee or volunteer by committing a state-mandated expellable offense.
- Issues a false alarm or report (see definitions) or a terroristic threat (see definitions) involving a public school for the 2nd time in the same school year.

School-Related. A student may be expelled for any of the following offenses that occur on school property, within 300 feet of school property as measured from any point on the District's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Commits an assault (see definitions) resulting in bodily injury to a school employee or volunteer.
- Engages in deadly conduct (see definitions).
- Engages in serious (see definitions) misbehavior that violates this SCC while the student is placed in DAEP.
- Sells, gives, delivers, possesses, uses, or is under the influence of any amount of marijuana, a controlled substance, dangerous drug, or alcoholic beverage, if it is the 2nd infraction in the same school year and the conduct is not punishable as felony.
- Commits a serious act while under the influence of an alcoholic beverage if it is the 2nd infraction in the same school year and the conduct is not punishable as felony.
- Engages in misconduct that contains the elements of an offense relating to abusable volatile chemicals (see definitions) if it is the 2nd infraction in the same school year.

Three Hundred Feet. Additionally, a student may be expelled for any of the following offenses that occur within 300 feet of school property as measured from any point on the District's real property boundary line:

- Possesses a firearm, as defined by federal law (see definitions).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm*, (2) an illegal knife, (3) a club, or (4) a prohibited weapon. (See definitions) *See Firearm Note in mandatory expulsion section above.
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.

Regardless of Location. A student may be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault (see definitions) resulting in bodily injury.
- Breach of computer security
- Engages in criminal mischief if the damage is \$1,500 or more.
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

Title 5 Felonies Regardless of Location. In addition to the expellable conduct listed above, a student may also be expelled and placed in Juvenile Justice Alternative Education Program if the student:

- is arrested for a Title 5 felony offense (see definitions),
- is charged with engaging in a Title 5 felony offense,
- received deferred adjudication or deferred prosecution for a Title 5 felony offense,

- is on probation for a Title 5 felony offense,
- was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense,
- has been referred to a juvenile court for delinquent conduct based on a Title 5 felony offense, or
- was convicted of a Title 5 felony offense;

and the administrator determines the student's presence in the regular classroom either threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of the District's students.

In this circumstance, expulsion to an alternative setting may be ordered regardless of: (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in the District at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirements regarding the conduct.

A student may be subject to an expulsion under this circumstance until: (1) the student graduates from high school, (2) the charges are dismissed or reduced to a misdemeanor, (3) the student completes the terms of the placement, or (4) the District assigns the student to a another program. The student will be entitled to the same periodic review afforded to other students in alternate settings. An expulsion ordered in this case is final and may not be appealed beyond the Board of Trustees.

An administrator may order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to protect persons or property from imminent harm. The reason for the emergency expulsion must also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of the emergency expulsion, the student will be told the reason for the action. No later than the tenth day after the date of emergency expulsion, the student will be given a hearing as required for a regular expulsion; see below.

Hearing. Students alleged to have committed an expellable offense will receive a hearing before the hearing officer within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion and be invited in writing to attend the hearing. After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of whether the student or the student's parent/guardian attends. At the hearing, the student is entitled to:

- Representation by an adult, including the student's parent/guardian, who can provide guidance to the student and who is not an employee of the District;
- An opportunity to question the District's witnesses; and

EMERGENCY EXPULSION

PROCEDURE FOR EXPULSION

- An opportunity to testify and to review and present evidence and witnesses in the student's defense.

Additional proceedings may be conducted and additional discipline may be imposed if the student engages in additional misconduct while the student is already expelled.

Interim Placement. Until an expulsion hearing can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension or DAEP.

Expulsion Order. If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the SCC, the expulsion order will give notice of the inconsistency.

The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.

The duration of the expulsion will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory expulsions will result in expulsion for 90-190 school days. Discretionary expulsions will result in expulsion for 45-95 school days. Students who bring a firearm (as defined by federal law) to school will be expelled from the regular classroom for at least one calendar year except as modified by the administrator on a case-by-case basis.

An expulsion will not exceed one calendar year unless, after review, the District determines that: (1) the student is a threat to the safety of other students or to District employees; or (2) extended expulsion is in the best interest of the student.

Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

Academic Impact. Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program (JJAEP) or other District-approved program or as required by IDEA or Section 504.

Participation in Activities. Expelled students are prohibited from being on school grounds or attending or participating in school-sponsored or school-related activities while expelled.

Age Restrictions. Students under the age of ten that engage in expellable behavior will not be expelled, but will be placed in DAEP.

LENGTH OF EXPULSION

OTHER EXPULSION ISSUES

EXPULSION APPEAL PROCESS

Student Transfers. The District will continue the expulsion of students expelled from another Texas school district or from an out-of-state school district for behavior that is also a reason for expulsion in the enrolling district, until the term of expulsion has been served. If the out-of-state expulsion exceeds one year, the District will reduce the period of the expulsion so that the total expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interest of the student.

Effect of Student Transfer/ Withdrawal. Students who transfer out of this District to another public or private school, including students show withdraw from this District for the purpose of home schooling, will be required upon return to the District to complete the term of expulsion before being allowed to return to the regular campus, unless the student's records indicate the student served the days of expulsion in another district.

Appeal of Expulsion

1. A decision by the Expulsion Hearing Officer to expel a student may be appealed to the Superintendent and then to the Board of Trustees.
2. The appeal must be in writing and filed with the Superintendent within three calendar days of the expulsion order.
3. The appeal must state the basis for the appeal and what remedy the student or parent is seeking. After the appeal is received, the Superintendent will render appeal decision within three business days. If the student or parent wants to appeal the Superintendent's decision to the Board of Trustees, the appeal must be in writing and filed with the Superintendent within three calendar days of the Superintendent's decision. The Superintendent will place the appeal hearing on the agenda of the next available regular Board meeting for which notice can properly be posted.
4. The Board will review the record of the expulsion hearing in closed session, but the parent/guardian may request in writing that the appeal be heard in open session. The District retains the right to determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.
5. A copy of the hearing exhibits offered by the District, student and the hearing officer, the expulsion order and the superintendent's decision, will comprise the record of the proceedings. A copy of the record of the proceeding will be distributed to the Board member, the parent/guardian and the District's representative prior to the appeal hearing.
6. No new evidence, including witnesses or documents, will be permitted or considered by the Board.
7. A copy of the record of the proceeding will be distributed to the Board members, the parent and the District's representative prior to the appeal hearing.

8. The Board will review the record of the expulsion due process hearing, and will allow the student's representative and the District's representative ten minutes each to address the Board about the appeal. Each side will have the opportunity for a five minute rebuttal.
9. The Board will base its decision solely on the record of the proceedings and any statements made by the parties during the appeal hearing. After deliberation outside the presence of the parties, the Board will make and communicate its decision orally at the conclusion of the presentation. If the Board does not announce a decision during the Board meeting, then expulsion is upheld.
10. Disciplinary consequences will not be deferred pending the outcome of the appeal process.

DEFINITIONS

ABUSABLE VOLATILE CHEMICALS: Those substance as defined in Texas Health and Safety Code §485.001.

AGGRAVATED ROBBERY: Aggravated robbery is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and: (1) Causes serious bodily injury to another; (2) Uses or exhibits a deadly weapon; or (3) Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is 65 years of age or older, or a disabled person.

ALCOHOLIC BEVERAGE: Those substances defined in Texas Alcoholic Beverage Code § 1.04.

ARMOR-PIERCING AMMUNITION: Handgun ammunitions that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers or other firearms.

ASSAULT: For student discipline purposes, intentionally, knowingly, or recklessly causing bodily injury to another.

BODILY INJURY: Physical pain, illness, or impairment of a physical condition.

BULLYING: 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, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct ; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

CHEMICAL DISPENSING DEVICE: A device other than a small chemical dispenser sold commercially for personal protection that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.

CLUB: An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

CONTROLLED SUBSTANCE: Substance as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

CRIMINAL STREET GANG: Three or more persons having a common identifying sign or symbol or an identifiable leadership which continuously or regularly associate in the commission of criminal activities.

CYBERBULLYING: The use of any electronic communication device to engage in bullying or intimidation.

DANGEROUS DRUG: Substance as defined in Chapter 483 of the Texas Health and Safety Code.

DEADLY CONDUCT: Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

EXPLOSIVE WEAPON: Any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of such a loud report as to cause undue public alarm or terror. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

FALSE ALARM OR REPORT: Knowingly initiating, communicating, or circulating a report of a present, past or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

FIGHTING: Two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving, or hitting.

FIREARM (Federal law): (1) any weapon, including a starter gun, that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

FIREARM (State law): Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

FIREARM SILENCER: Any device designed, made, or adapted to muffle the report of a firearm.

GANG: An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the District will consult with laws enforcement authorities.

GRAFFITI: Making marks of any kind on the tangible property of another without the effective consent of the owner. The Texas Penal Code makes it a state jail felony for person who makes marking on a school when the amount of pecuniary loss to the property marked is less than \$20,000.00.

HARASSMENT: Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy FFH.

HAZING: Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintain membership in an organization. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

HIT LIST: List of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm.

ILLEGAL KNIFE: A knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

INDECENT EXPOSURE: Those acts defined in Texas Penal Code section 21.08.

INTENT: The design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur.

KNIFE: A bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

KNUCKLES: Any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

MACHINE GUN: Any firearm capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

PARAPHERNALIA: Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

POSSESSION: To have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.

PROHIBITED WEAPONS: A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, zip gun, or a tier deflation device.

PUBLIC LEWDNESS: Those acts defined in Texas Penal Code § 21.07.

REASONABLE BELIEF: A determination that misconduct occurred made by the administrator using all available factual and legal information, including information furnished under Article 15.27 of the Code of Criminal Procedure.

RETALIATION: Harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime.

SELF-DEFENSE: To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense. Interactions prior to the encounter will also be considered.

SERIOUS MISCONDUCT: Any misconduct identified as being punishable with placement in DAEP or expulsion.

SEX OFFENDER: A student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who: (1) is not longer required to register as a sex offender under Chapter 62, (2) is exempt from registering as a sex offender under Chapter 62, or (3) receives an early termination of the obligation to register as a sex offender under Chapter 62.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with a student's performance; creates an intimidating, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; otherwise adversely affects the student's educational opportunities, or is prohibited by District policy FFH or FNC.

SHORT-BARREL FIREARM: A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun if, as altered, has an overall length of less than 26 inches.

SWITCHBLADE KNIFE: Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

TELECOMMUNICATIONS DEVICE: Any type of device that: (1) emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or (2) permits the recording, transmission, and/or receipt of messages, voices, images, or information in any format or media, electronic or otherwise. It does not include an amateur radio under control of someone with an amateur radio license.

TERRORISTIC THREAT: Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of federal government, the state, or political subdivision of the state (including the District).

TIRE DEFLATION DEVICE: Tire deflation device is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

TITLE 5 FELONY OFFENSES: Offenses against the person that, depending on the circumstances, may include murder; capital murder; manslaughter; criminally negligent homicide; unlawful restraint; kidnapping; aggravated kidnapping; trafficking of persons; unlawful transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, and elderly person, or disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product

UNDER THE INFLUENCE: When in the employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior or by the student's admission. The student need not be legally intoxicated.

USE: With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

ZIP GUN: A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an expulsion or burning substance.

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 - Warning- Student Conference with Principal
- Second Offense – Parents will be contacted
- Third Offense - Three days suspension from riding any district school bus
- Fourth Offense - Five days suspension from riding any district school bus
- Fifth Offense – Ten days suspension from riding any district school bus
- In case of severe offense, the student may be removed immediately. The principal shall determine the length of time.
- Persistent misbehavior may be subject to further bus suspension as deemed appropriate by administrator.

WHEN LEAVING YOUR BUS:

Here's How to Cross the Road SAFELY

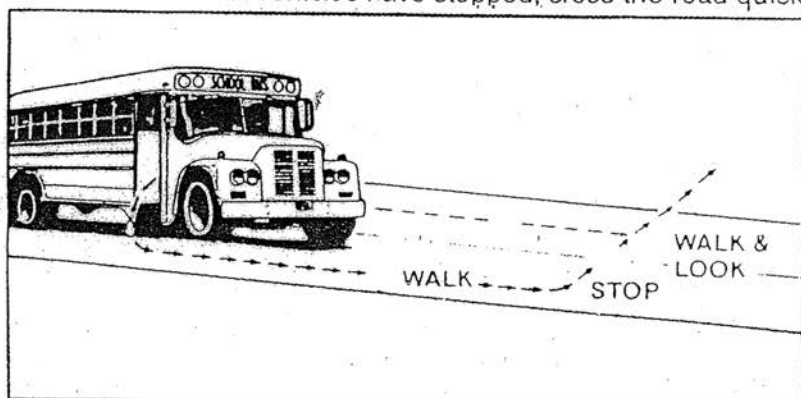
WALK—along the side of the road until
you can see your driver

STOP—wait for the signal to cross

WALK & LOOK—for traffic both ways

—if you see a vehicle that has not
stopped, go back to the bus immediately

—if all vehicles have stopped, cross the road quickly



Crossing the Highway is DANGEROUS

REMEMBER {
• WALK
• STOP
• WALK & LOOK

**Drivers SHOULD stop...But
THEY MAY NOT!**

APPENDIX III
COURSE OFFERINGS

English Department

ADVANCED JOURNALISM/YEARBOOK I, II, III
ADVANCED JOURNALISM/NEWSPAPER I, II, III
COMMUNICATION APPLICATIONS
CREATIVE WRITING I, II
DISTINGUISHED DIPLOMA INDEPENDENT STUDY I, II
ELA COLLEGE PREPATORY
ENGLISH I
ENGLISH I (Pre-AP)
ENGLISH II
ENGLISH II (Pre/AP)
ENGLISH III
ENGLISH III (AP)
ENGLISH III DUAL CREDIT
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, III

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

AP ART HISTORY
ART I SURVEY
PRE AP ART I
ART II – 2D
PRE AP ART II
AP ART III
AP ART IV
DIGITAL ART I,II
BAND (COLOR GUARD)
JAZZ ENSEMBLE
BAND (MARCHING) I,II,III,IV
JUNIOR VARSITY CHOIR I,II,III,IV
VARSITY CHORALE I,II,III,IV
DANCE - DANCE TEAM I,II,III,IV
DANCE – J.V. POM SQUAD I,II,III,IV
DANCE 1, 2
AP MUSIC THEORY
PRE-AP MUSIC THEORY
ORCHESTRA I,II,III,IV
SCULPTURE I,II
TECHNICAL THEATER I,II,III,IV
THEATER ARTS I, II, III, IV
THEATRE PRODUCTION I,II

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
AP SPANISH V

Mathematics Department

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

Health and P.E.

HEALTH
PHYSICAL EDUCATION
SPORTS MEDICINE I,II
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)
WRESTLING

Science Department

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

Social Studies Department

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

CAREER & TECHNOLOGY EDUCATION

Agricultural Food and Natural Resources

PRINCIPLES OF AGRICULTURE, FOOD, AND ANTURAL 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
HORTICULTURE SCIENCE
ADVANCED PLANT AND SOIL SCIENCE

Architecture and Construction

INTERIOR DESIGN
ARCHITECTURAL DESIGN
PRINCIPLES OF ARCHITECTURE AND CONSTRUCTION
CONCEPTS OF ENGINEERING AND TECHNOLOGY
ENGINEERING DESIGN AND PRESENTATION

Arts, A/V Technology & Communication

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

Business Management & Administration/Finance

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

Education & Training/Human Services

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

Health Science

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

Hospitality & Tourism

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

Information Technology

DIGITAL AND INTERACTIVE MEDIA
COMPUTER MAINTENANCE
COMPUTER TECHNICIAN
PRINCIPLES OF INFORMATION TECHNOLOGY
WEB TECHNOLOGIES

Law, Public Safety, Corrections & Securities

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

Marketing and Career Development

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

Technology Applications

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

Support Activities

CHEERLEADING I,II,III,IV

Air Force Jr. ROTC Program

AFJROTC I,II,III,IV

District Student Acceptable Use Policy

PART A - COMPUTER USE

The Schertz-Cibolo-Universal City ISD ("SCUCISD") provides technology resources to its students for educational purposes only. The goal in providing these resources is to promote education by facilitating resource sharing, innovation, communication and responsible use with the support of parents, teachers, and staff. All users are expected to use the System in a responsible, ethical, polite manner, and in accordance with the District Policy, CQ (LOCAL), CY (LOCAL) and CQ (LEGAL).

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 might be objectionable. While the district will take reasonable steps to preclude access to such material and does not encourage such use, it is not possible for us to absolutely prevent such encounters. SCUCISD believes the value of using these resources outweighs the possibility of coming across such content.

Proper behavior is no different than in all other activities and classes. All users are expected to use the System in a responsible, ethical, polite manner and in accordance with the District Policy. These guidelines are provided so students and parents are aware of the responsibilities students accept when they use district owned computer hardware, software, electronic mail, and social media resources.

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. Even with a District Internet safety plan in place, students are expected to notify a teacher or administration whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
4. All users are expected to follow existing copyright laws. Copyright guidelines can be found in the libraries at each campus. The illegal installation of copyrighted software for use on SCUCISD computers or computing systems is prohibited.
5. Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing it with fellow students.
6. Any use of SCUCISD computers for commercial and/or for profit purpose is expressly prohibited.
7. The use of SCUCISD computers for product advertisement and/or endorsement or political lobbying or campaigning is prohibited.
8. Users shall not seek information on, obtain copies of, modify files, or other data, or passwords belonging to other users.
9. No use of SCUCISD computers shall serve to disrupt the use of computers by others; hardware, software and/or web pages shall not be destroyed, modified, vandalized, or abused in any way. Vandalism includes any attempt to harm or destroy data of another user.
10. 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.
11. Hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited on SCUCISD computers and computing systems.
12. Users are prohibited from using SCUCISD computers and computing systems for the electronic transmission of inappropriate photographs or text material (i.e. photos showing nudity or undergarments, any inappropriate sexually explicit photo, photos showing drugs or alcohol, referring to drugs or alcohol, using vulgar language or cursing) over the Internet, such as on a personal website (i.e. Facebook or MySpace or the like), "sexting" or distribution of nude or sexually explicit photographs by cell phone and/or SCUCISD computers and computing systems, or through any other form of mass communication.
13. 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.
14. Students are responsible for the proper handling and care of technology devices while in their possession returning them in good working condition.

15. Plagiarizing or using the District technology resources to engage in academic dishonesty is prohibited.
16. Users shall not attempt to bypass or disable the District's Internet filter, security systems or software.
17. THE ABOVE LIST IS NOT INTENDED TO BE ALL-INCLUSIVE.

PART B - BRING YOUR OWN DEVICE (BYOD)

SCUCISD will be allowing students in Grades 9-12 to begin bringing their own authorized technology devices (currently including Cell Phones, Microsoft Windows PC computing devices, MAC OS X 10.6+, iPads, or Android Tablets) for individual instructional use when specifically permitted by the teacher. Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom, and will be at the discretion of the teacher. All devices must remain powered off and put away unless directed otherwise.

1. When using the device, students must access the internet by the way of the District's filtered wireless connection. The use of private 3G/4G network access is prohibited during the instructional day.
2. Students who use personally-owned, web-enabled devices will have access to wireless Internet but will not have access to any District drives such as network folders. Student x-drives can only be accessed via District machines.
3. Students may not use any devices to record, transmit, or post photos or video of any person without their knowledge and written parental consent. Images, video and audio files recorded at school may not be transmitted or posted at any time, without the permission of a teacher or administrator. Students are not to download music, applications, or files at any time, unless directed by the teacher.
4. SCUCISD is not liable for any loss or damage incurred, nor can it load software or maintain/repair any student-owned device. SCUCISD Teachers will not spend time (class or before/after school) configuring devices or troubleshooting.
5. Equipment should come to school charged and ready to go. The school will not have charging stations or extra cables for charging devices at this time.
6. Students are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software, as well as fully-patched (updated) operating systems, and should be clearly marked with the student's full name for identification purposes. Students are required to register the device (2 max per student) through the district form.
7. Students will not loan their device(s) to another student. The user is responsible for the content contained on the device regardless of how it originated.
8. All devices brought onto an SCUCISD campus are subject to search and seizure. Improper use could result in the loss of privileges for such devices.

PART C - 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 D - EMAIL WHEN ALLOWED

1. Email should be used for educational purposes only.
2. Email transmissions, stored data, transmitted data, or any other use of the System by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All email and all email content are property of the District.
4. Email should only be forwarded by a student to another person that would need the information contained in the email for educational or administrative purposes that are consistent with the goals and mission of the District.
5. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

PART E - BLOGS, PODCASTS, SOCIAL NETWORKING, AND WIKIS

Online communication is critical to our students' learning of 21st century skills. Web 2.0 tools, such as blogging and podcasting, offer authentic, real-world vehicles for student expression. As educators, our primary responsibility to students is their safety, thus expectations for classroom blogs, student-protected emails, podcasts, or other Web interactive use must follow all District-established Internet safety guidelines.

1. The use of blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist, or discriminatory remarks.
2. Teachers shall monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
3. All students using blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.
4. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet in person.
5. Comments made on blogs should be monitored and - if they are inappropriate - deleted.
6. Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
7. Students using Web 2.0 tools agree to not share their username or password with anyone besides their teachers and parents and to treat any Web 2.0 environments as classroom spaces.
8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

PART F - DISPLAY OF STUDENT WORK OR INFORMATION:

The following conditions apply to the display of student work including, but not limited to art work, class work, photographs, podcasts, projects, and writings on the District's websites or other Internet sites. Student work that has been recorded for a grade is considered an "educational record".

1. All student work or photographs to be displayed must follow the District standard and must be compliant with the dress code as described in the Student Handbook and Code of Conduct.
2. Parental consent for students under the age of 18 must be obtained prior to posting student-created work on campus and /or District Websites, social networking, and/or other Internet sites.
3. Students may not transmit pictures without obtaining prior permission from all individuals depicted, or from parents of depicted individuals who are under the age of 18.
4. Student photographs and/or student work may only be displayed according to the directory information sheet filled out by the parent/legal guardian.

PART G - CONSEQUENCES OF IMPROPER USE:

1. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Student Acceptable Use Policy, the Student Handbook and the Code of Conduct, and Board Policy CQ may result in suspension or termination of System privileges and disciplinary actions. This may also require restitution for costs associated with the necessary repairs and/or replacement of system, hardware, or software if any damage was caused by student's noncompliance or improper use.
2. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Public Information Act therefore, proper authorities will be given access to their content.

I agree to abide by the Acceptable Use Policy and BYOD agreement and guidelines. I further understand that violations may result in the loss of my WiFi access and/or device privileges, and possibly other disciplinary or legal action.

Type of Device I will be bringing:

<input type="checkbox"/> Microsoft Windows PC	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> iPad	<input type="checkbox"/> MAC OS X 10.6+
<input type="checkbox"/> Android	<input type="checkbox"/> Other _____		<input type="checkbox"/> None

Signature of Student:

Grade

ID#

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with her/him and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child. I understand that this user agreement must be renewed each school year.

Signature of Parent:

Date:

APPENDIX V

Freedom From Bullying Policy

Note that school board policies may be revised at any time. Below is the text of SCUCISD's policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on 3/5/2012

	<p>Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.</p>
BULLYING PROHIBITED	The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
DEFINITION	<p>Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, 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 that:</p> <ol style="list-style-type: none">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; or2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. <p>This conduct is considered bullying if it:</p> <ol style="list-style-type: none">1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and2. Interferes with a student's education or substantially disrupts the operation of a school.
EXAMPLES	Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
RETALIATION	The District prohibits retaliation by a student or District employee against any person who in good faith makes a

	report of bullying, serves as a witness, or participates in an investigation.
EXAMPLES	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative office.

INDEX

Academics	7
Accidents and Illness at School	37
Admission Policy	7
Advanced Courses	11
Alcohol	56
Assault	58
Attendance	1
Automobile Registration	49
Bacterial Meningitis	38
In School Suspension	65
Bell Schedule	xi
Buses – Student Conduct	107
Calendar	viii
Cheating	9
Child Sexual Abuse	50
Classification – Student	7
Classroom Standards/Discipline	54
College Admission Requirements	22
College/University Visits	22
Communicable Diseases	36
Complaints and Appeals	42
Compulsory Attendance	2
Conduct (See Discipline Management)	54
Conflict Mediation	54
Contents	v
Course Offerings	110
Courses – College	15
Courses – Correspondence	15
Courses – Nonaccredited Schools and Homeschooling	15
Credit by Exam	15
Criminal Mischief	61
Dating Violence, Discrimination, Harassment, and Retaliation	51
Detention	65
Directory Information	5
Discipline Management	54
Disruption of Classes	59
District Rules and Regulations	54
Dress and Grooming	42
Driving Regulations	49
Drugs/Alcohol Use	56
Electronic Devices	61
Eligibility for Extracurricular Activities	12
Exam Exemption Policy	8
Examinations	8

Extracurricular Exemptions	12
Fees	44
Fighting	58
Fire and Disaster Drills	44
Foreign Exchange Students	19
Forewordii
Fundraising	44
G. P. A. Weight Averaging – Class Categories	11
Gangs and Secret Societies	60
General Information	41
Gifted and Talented Program	14
Grading System	7
Graduation Events	18
Graduation Requirements	16
Guidance Program	19
Harassment	52
Hazing	55
Health Services	33
Honors Night Program	18
Identification Cards	48
Immunization Requirements	33
Insurance	48
Internet and Computer Use	23
Interrogations	66
Jurisdiction/SCUC ISD	54
Leave Campus for Lunch	46
Leave School – Permission	5
Library Policy	44
Lockers	45
Lunch Program	46
Medication Policy	35
National Honor Society	29
Parent-Teacher Conferences	46
Parking Areas	49
Parking/Driving Violation Penalties	50
Personnel	vi & vii
Philosophyii
Posters	47
Publications – Approval	47
Registration	47
Report Cards/Progress Reports	12
Restraints	68
Restrooms	47
Schedule Changes – Classes	13
School Colors, Mascot, and Song	vi & vii

School Day Interruptions.....	41
School Publications.....	47
School Records.....	23
School Sponsored Trips.....	69
School Year	7
Searches.....	66
Sexual Harassment.....	62
Social Activities.....	48
Social Behavior	62
Student Activities and Organizations	27
Student Code of Conduct.....	75
Student Dining Center.....	41
Student Messages	41
Student Records	3
Tardiness	6
Terroristic Threats.....	58
Testing Program	19
Textbook Procedures.....	48
Tobacco	56
Transcripts	23
Tutorial Services	14
University Interscholastic League Activities	28
Valuables	42
Vandalism	64
Visitors	49
Weapons.....	57
Weighted Grading System	10
Withdrawal Procedure.....	7

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