



**STUDENT – PARENT  
HANDBOOK  
FOR  
JUNIOR HIGH CAMPUSES**

**REVISED JUNE 2009**

# Schertz-Cibolo-Universal City ISD Junior High School Handbook

Welcome to Junior High!

We are excited about beginning a new school year. This handbook provides information that will help you understand our policies and procedures at the Junior High School.

Parents and students are required to sign a statement that they have received and read the Student/Parent Handbook.

Please pay particular attention to these four sections:

- 1) Discipline Management/Code of Conduct
- 2)
- 3) Computer Use and Internet Access Policies
- 4) Student Records- FERPA/Directory Information
- 5) School-to-Careers Program

We ask that parents and students discuss the contents of this handbook and sign the signature page. Students should return the signature page within ten days of the opening of school or enrollment in school if after August 24, 2009.

If phone numbers, addresses, and/or custody rights have changed since last presented to the school, please provide appropriate documentation to the Counselor. If you have any questions, please call us.

Ms. Linda Cannon, Principal  
J. Frank Dobie Junior High School

Mr. Jay Muennink, Principal  
Ray D. Corbett Junior High School

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I understand and consent to the responsibilities outlined in the district's Student Code of Conduct. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Code of Conduct at school, at school-sponsored activities, including school-sponsored travel, and for any related misconduct regardless of the time or location. I understand that any student who violates the Code shall be subject to disciplinary action.

Regarding the acceptable use of computers and networks, I have read the Computer Use and Internet Access section and understand that this free access is designed for educational purposes. I agree to abide by this policy.

I have read and understand the personal entertainment items/electronic devices/telecommunications devices portion of the Student-Parent Handbook and I agree to abide by this policy.

I realize that I must notify the principal in writing if I do not want my student to have access to the internet or if I do not want directory information released. This notification must be received within ten (10) working days of the opening of school or enrollment in school if after August 24, 2009.

I understand that the SCUCISD is participating in the School-to-Careers program and grant permission for my child to participate in STC-funded activities at his/her campus.

_____	_____
Student's name	Grade
_____	_____
Student's signature	Date
_____	_____
Parent/guardian's signature	Date

- ❖ If no response is received, it is assumed that consent has been given.



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# **DIRECTORY INFORMATION NOTICE**

**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 ten (10) District business days for 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 a 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 to 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.**



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**BOARD OF TRUSTEES**

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 David Pevoto  
 Edward Finley, Jr.  
 Scott Harrod  
 Mark Wilson  
 Gary Inmon  
 Katherine Peel

**CENTRAL ADMINISTRATIVE STAFF**

**SUPERINTENDENT OF SCHOOLS**  
 Dr. Belinda Pustka

**DIRECTOR OF PERSONNEL**  
 Mr. Jake Wyatt

**DIRECTOR OF SECONDARY EDUCATION**  
 Ms. Jhane Ivers

**DIRECTOR OF ELEMENTARY EDUCATION**  
 Mr. Gary Wuest

The Schertz-Cibolo-Universal City Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or handicap in providing education services. Mr. Jake Wyatt has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and SCUC ISD personnel will coordinate the nondiscrimination requirements of section 504 of the Rehabilitation Act.

The Schertz-Cibolo-Universal City Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disability Act (ADA), interested persons should contact the district office.

**J. FRANK DOBIE JUNIOR HIGH SCHOOL**

PRINCIPAL	619-4100
VICE PRINCIPAL	619-4100
COUNSELOR	619-4110
LIBRARIAN	619-4108
SECRETARY	619-4102
ATTENDANCE	619-4106
NURSE	619-4107
CAFETERIA	619-4116

**RAY D. CORBETT JUNIOR HIGH SCHOOL**

PRINCIPAL	619-4150
VICE PRINCIPAL	619-4154
COUNSELOR	619-4163
LIBRARIAN	619-4158
SECRETARY	619-4152
ATTENDANCE	619-4156
NURSE	619-4157
CAFETERIA	619-4166

Students have the responsibility to 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.

## **PEOPLE WHO CAN HELP YOU IF . . .**

You need to see the Principal or Vice Principal--

- Go to the Main Office.

You have been absent--

- Bring a note stating the date and reason for your absence. The note must include a phone number and be signed by your parent. Notes must be presented within 3 school days after your absence.

- Go to the Attendance Office.

You are late to school OR need to leave during the day--

- Go to the Attendance Office.
- Do not leave campus until you check out through this office.

You become ill--

- Get a note from your teacher and report to the Nurse.
- Do not leave campus until you check out through the Attendance Office.

You want to leave your classroom--

- Have your Agenda Planner Passport signed by your teacher.

You lose your ID card or Lanyard--

- See the Librarian. You will need \$3.00 for each ID card replacement and \$2.00 for each lanyard.

You want to withdraw from school--

- See the Counselor's secretary in the Counseling Office.

You want advice about personal problems--

- See the Counselor.

You have questions about your courses, schedule, grades, test scores, eligibility, etc.--

- Go to the Counseling Office.

You need help with your schoolwork--

- Ask your teacher about tutoring.
- See the Counselor.
- See the Principal.

You have found a textbook or personal articles that are not yours--

- Take them to the Receptionist in the Main Office.

You have lost a textbook or personal article--

- Check with your teachers and the Receptionist.
- If you cannot find your book, you must pay for it in the Vice Principal's Office.

You want information about any phase of school--

- Read your handbook.
- Ask a teacher, counselor, or administrator.

You want to enjoy school--

- Get involved in school activities.
- Ask for help whenever you need it.

## Legislative Updates

### Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirement, 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.

### 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, including absences for recognized services for students diagnosed with autism spectrum disorders.

### CHILD SEXUAL ABUSE

The district is currently developing a plan for addressing child sexual abuse which will be available on the district and campus websites. 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](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)

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

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

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.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 of 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 procedure 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 any employee or volunteer does not include necessary or permissible physical contact not reasonably 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 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 impose 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 districts 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 parent, 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).

## CAMPUS POLICIES

### ATTENDANCE

#### School Hours/Closed Campus

School hours for 7th and 8th grade are from 8:15 a.m. to 3:15 p.m. All students have schedules consisting of seven classes. Students will not be permitted to leave the campus at lunch unless approved by an administrator and properly checked out through the attendance office.

#### Compulsory Attendance - Education Code Section 25.035 \*See Appendix A for legislative update\*

Unless specifically exempted by Section 25.085 of this code or under laws, every child in the state who is as much as six years of age, or who is less than six years of age and has previously been enrolled in first grade, and who has not completed the academic year in which his 18th birthday occurred shall be required to attend the public schools in the district of his residence or in some other district to which he may be transferred as provided or authorized by law a minimum of 180 days of the regular school term of the district in which the child resides or to which he has been transferred.

#### Absence from School

Absence from school is a serious handicap to academic success. Administrators and teachers will make every effort to encourage regular attendance and to solicit assistance in accomplishing this objective.

An absence is defined as nonattendance in a regularly scheduled class or activity, regardless of the reason for such nonattendance.

#### Absence Procedures

Absences, however, do occur. Official attendance is taken each morning by 10:00 A.M. Please make every effort to have students present at this time. Parents/guardians are requested to call the Attendance Office before 9:00 A.M. on the days the student is absent.

In case of a long period of absence (3 days or more) due to extended illness or injury, the Counselor and the Attendance Office should be contacted by the parent/guardian in order that arrangements can be made for continuance of academic work.

When students are absent and return to school, they must report to the Attendance Office prior to first period. Students must bring a note within three days from the parent/guardian indicating the date(s) and reason for the absence and parent/guardian signature and telephone number to call in case of questions (Texas Education Code 25.087); otherwise, the absence(s) will be considered unexcused.

#### Limit on Absences-- Education Code Section 25.092

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.

When a student has amassed five absences in a semester, the student's parent/guardian will be notified. A doctor's excuse or parent conference may be required when students return after absences of more than five consecutive days.

#### Absences for Extracurricular and Other Activities

School districts shall not schedule, nor permit students to participate in, any school related or sanctioned activities on or off campus that would require, permit, or allow students to be absent from class in any one

course per semester that would cause them to be unable to meet the 90% attendance requirement for award of credit.

A student may participate in extracurricular or other activities on or off campus that requires absence from one or more classes only if:

That student does not miss any class in which the student does not have and maintain at least a 70 average.

### **Types of Absences**

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal illness
2. Illness or death in the family
3. Quarantine
4. Weather or road conditions making travel dangerous
5. Religious holidays
6. Days of suspension
7. Participation in court proceedings or child abuse/neglect investigation
8. A migrant student's late enrollment or early withdrawal
9. Days missed as a runaway
10. Completion of a competency-based program for at-risk students
11. Late enrollment or early withdrawal of a student under Texas Youth Commission
12. Teen parent absence to care of his/her child
13. Participation in a substance abuse rehabilitation program
14. Any other unusual cause acceptable to the principal, with prior approval of the principal

A student presenting a medical note who either commences classes or returns the same day of the appointment shall be counted present if the school work is successfully completed.

### **Unexcused Absences**

When a student is absent from school, with or without the knowledge and consent of his/her parents for any reason other than those listed above, it is an unexcused absence. In this case, the school administration will determine if the student is allowed to make-up any school work missed. Absences and tardies such as the following are considered unexcused, but not limited to:

1. Trips with parents
2. Babysitting
3. Car trouble
4. Missed bus
5. Oversleeping

### **Appeal**

A student and/or parent has the right to appeal an unexcused absence or loss of credit under the following guidelines:

1. Completion of written request
2. Appearance before an appeals committee made up of the principal, (or designee), counselor, teacher, attendance officer, or other designated person. This committee will determine/recommend award or forfeiture of credit for courses on an individual student basis.

## **Truancy**

Truancy is defined as absence from class or school for any portion of a period or day without proper permission from home and/or school. Students who are truant will be subject to disciplinary action which may include assignment to detention hall or the Behavior Adjustment Center. Unusual circumstances or repeated truancy may necessitate more severe disciplinary action and enforcement of the compulsory attendance law.

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 29.094 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.

Any additional information can be provided by the truancy officer at 945-6358.

## **Permission to Leave School**

1. Written permission must be presented to the Attendance Office, before first period class, prior to any student leaving school early.
2. 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 yet rung.
3. Students who find it necessary to leave school during the school day for any reason (doctor appointment, etc.) will come to the Attendance Office according to school procedure to obtain an Early Dismissal Slip. If a student leaves the campus for any reason without signing out through the Attendance Office, he/she will be considered truant from school.
4. In case of a medical emergency, (illness, accident, etc.), a student must report to the Nurse's Office immediately. Students are not to leave school, with or without parents, unless they have signed out through the Attendance Office. It is the responsibility of the student and the parent to provide the school with a home and business phone number so that parents may be notified immediately should such an emergency arise.

## **Make-up Work**

It is the student's responsibility to contact the teacher for missed assignments at the earliest possible date. All work missed by the student will be made up within a reasonable time to be determined by the teacher. Students shall receive a zero for any assignment or test not made up within the allotted time.

Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

### **Tardies**

A student is marked tardy to class if he/she is not in his/her assigned place when the tardy bell rings. If a student is detained by school staff that staff member should provide the student with an excused pass to the next class.

A tardy student is subject to disciplinary action. The tardy policy is as follows:

1st	Warning by teacher
2nd	Teacher detention hall assigned; parent contact
3rd	Referral to administrator; one detention hall
4th	Referral to administrator; two detention halls
5th	Referral to administrator; BAC assignment (Behavior Adjustment Center)

### **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.

Proof of residency is required for all 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 bill (electric, water), rental contract, and valid driver's license with a picture.

All Powers of Attorney must be updated annually.

For additional admissions and enrollment clarification or requirements, contact the Counseling Office.

### **Withdrawal**

The parent/guardian must give the Counseling Office a statement of the reason for withdrawal. It is necessary to notify the office at least two days before the last full day of attendance, or grades may not be posted on the withdrawal form. Books and other school-owned materials must be returned 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 request of the receiving school. For additional withdrawal information, contact the Counseling Office.

## **GENERAL INFORMATION**

### **Athletic Equipment**

Parents or guardians and students will sign a receipt agreeing to pay for the replacement or repair of lost or damaged athletic equipment.

All students assigned lockers in the athletic locker rooms must have a lock for the locker they are assigned. The school cannot be held responsible for equipment or personal items lost as a result of a locker being without a lock. Athletic equipment may not be issued if a student has no lock. Absences from practice due to lack of equipment may result in a student's removal from the team.

### **Band Instruments**

A nominal, refundable deposit may be required for certain instruments checked out to students.

### **Bicycles**

Bicyclists must abide by state laws and city ordinances. A parking area is provided for bicycles. Students should park bicycles properly and secure them with a chain and lock. Precautions will be taken for bicycle

safety, but the school is not responsible for damages or losses of bicycles, especially those left after school hours. Bicycle traffic will not be allowed in the bus lanes.

### **Book bags/Backpacks**

Students will be allowed to carry items they will need for school in a book bag. However, all bags will be placed in lockers before first period begins and will remain there until time for students to go home. No book bags will be allowed in the cafeteria or breezeway during lunches or in the classrooms during the school day.

### **Cafeteria**

The District participates in the National School Lunch Program and offers nutritionally balanced meals to students daily. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from Food Services.

In addition, school breakfast is available for all students. Students eligible for the National School Lunch Program are also eligible for breakfast at either the free or reduced level.

Prices of school meals are based on operational costs and are subject to change. Each school will provide parents and students with information made available through the local papers and the campus newsletter.

### **Campus Visitors**

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

### **Care of Valuables**

Students are personally responsible for their valuables. The school assumes no responsibility. Students are advised not to bring expensive jewelry, money in large amounts, or other valuable possessions to school.

All electronic devices such as— pagers, radios, recorders/players, cameras, video cameras, electronic games, and laser pointers-- are not to be brought on campus. Items of this type will be confiscated and returned to the parent by the administration.

### **Communication-Parental Conferences**

Frank, informal conferences with teachers is encouraged. Parents are encouraged to visit the school and classes by appointment.

Procedure for obtaining additional information or discussing problems:

1. Schedule an appointment to discuss the matter with the teacher. Recognize that the teacher has the most direct contact with the child and is a professional educator with the child'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 superintendent of schools.

### **Complaints By Students/Parents**

Usually, student or parent complaints or concerns can be addressed simply by a telephone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy.

In general, a parent or student should first raise the complaint with the teacher, counselor, principal or designee. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees. Forms for filing complaints are available in the District office.

### **Dances**

Several school dances are scheduled each school year. Announcements are made during the week dances are scheduled to provide details concerning attendance. All dances begin at 6:00 p.m. and end at 9:00 p.m. Students who attend dances must be picked up not later than 9:15 P.M. or they may not be eligible to attend further dances.

Dances are a privilege offered to students who behave and perform well in school. Student identification cards are required to be admitted for reasons of security and protection of our students and school property.

Once a student has been assigned to the In School Suspension or suspended from school, he/she may no longer attend school dances for the remainder of the semester. Any student who owes money to the cafeteria, office, library, or for textbooks may not attend until these obligations are met. In addition, students must have all required school forms completed and returned (i.e. Federal Survey Forms).

### **Fire Alarms**

Students turning in a false fire or bomb threat either by telephone or use of the fire alarm boxes will be penalized to the fullest extent of the law, and in concordance with district policy regarding endangerment of the safety of others.

### **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. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Identification Cards**

Student ID cards will be provided at no charge on a one-time basis when the student first arrives at school. Lost or stolen cards will be replaced at a charge of \$3.00 for each I.D. card replacement and \$2.00 for each lanyard. See the Librarian for replacement cards.

Students must wear their ID cards at all times. ID cards must be presented when requested by any school staff member. ID cards must be presented when participating in school activities, like school dances, athletic events and when checking out library books. Students not wearing their ID card at all times may be subject to disciplinary actions.

### **Insurance**

The school district may offer a student insurance policy. There is a cost to parents for such insurance. Information is available in the main office.

### **Library**

The library is a media center or learning resource center composed of books, periodicals, audio-visual materials, and equipment for reading, viewing, and listening. Only the general books are intended for home use and may be checked out. Books may be checked out for two weeks and may be renewed at or before the end of the two weeks.

Ten cents a day is charged for overdue books with the exception of weekends and holidays. Three dollars per book is the maximum charge for fines. Students who owe fines or have overdue books may not check out books until the fine is paid. Replacement cost of lost books must be paid by the student who checked out the book.

### **Lockers**

Lockers are school property assigned to a student, and may be searched by school personnel, whether locked or unlocked. Any item(s) in the student's assigned locker are the responsibility of the student. There will be no change in lockers without permission from the Vice Principal. Students are not to share lockers; those who do may be assigned to detention hall or to the Behavior Adjustment Center.

Unused and/or non-issued lockers may be secured by the administration. It is required that students place locks on both their academic and athletic lockers.

### **Parent-Teacher Council**

Parents are encouraged to become members of the Parent-Teacher-Council. The intent of the PTC is to promote a spirit of cooperation, helpfulness, respect, loyalty, and moral support to the school staff. The PTC organizes several events throughout the school year. They assist with practice tests, testing days, hall monitoring, restroom monitoring, coordinate a luncheon for the faculty during Teacher Appreciation Week along with coordinating the end of year dance. Each parent that belongs to the PTC must have a Criminal History Clearance form on file in the office each school year.

### **Participation in P.E.**

Students are required to have a doctor's note to be excluded from P.E. for a specific length of time.

Students should take their doctor's note to the school nurse for verification before first period begins. The nurse will file the original and make a copy for the student to give his/her coach.

### **Passing Periods**

The daily schedule allots sufficient time (five minutes) for all students to go from one class to another without being tardy.

### **Pesticides**

Pesticides are applied periodically at this school or campus. Please contact the Director of Auxiliary Services at the Central Office (945-6200) with any concerns or questions you may have.

### **Posters**

Any poster, sign, banner, or bulletin that a student wishes to display must be approved by principal or designee. All organizations' posters, signs, banners, and bulletins must have the sponsor's signature on the front. Posters cannot be taped to any painted surface in the building.

### **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 restroom business between classes.

### **School-to-Careers**

The School-to-Work Opportunities Act of 1994 is an exciting initiative for educators and school children. As part of this program, partnerships will flourish among secondary and post secondary education. Public and private employers, labor organizations, government, community groups, parents, and students will work together to prepare students better for their future careers.

The Schertz-Cibolo-Universal City Independent School District is participating in the School-to-Careers (STC) program. STC funds will be used in our district to promote career awareness among elementary, middle, and high school students (e.g., career fairs, speakers, videos); encourage career exploration for middle school students (e.g., career software, inventories, books); provide work-site field trips for high school students (permission slips will precede trips); and support professional development opportunities for teachers and counselors.

If you have any questions concerning School-to-Careers activities, please contact Ms. Jhane Ivers, Director of Secondary Curriculum at 945-6228.

### **Social Activities**

Faculty sponsors and social activities such as dances, etc. must have approval by the principal.

### **Skateboards and Rollerblades**

Skateboards, rollerblades, etc. must be turned in to the Receptionist in the Main Office before school and collected after school. These items cannot be kept in lockers.

### **Supervision of Activities**

All activities of the pupils which 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 grounds, shall be supervised by the appropriate school personnel.

### **Telephone**

School telephones are intended for the purpose of conducting school business. Use of the office telephones by students shall be permitted for emergency use only. Messages will be accepted and delivered during the day when possible. Students should ask permission from the receptionist to make any other necessary calls. Student cell phone use is not acceptable/allowed during the school day.

## Textbooks

All textbooks are the property of the State of Texas. The use of state-owned textbooks is a right of every child. This right carries with it the basic responsibilities of proper use and good care. One set of book-covers are furnished, and students are responsible for keeping all textbooks covered at all times.

Each pupil, or his parent or guardian, shall be responsible to the school for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his right for free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian.

## Yearbook Pictures

Student pictures are scheduled on each junior high campus. To have their pictures included in the yearbook, students must have their pictures taken on these days. There is no charge to have yearbook pictures taken. These dates are subject to change, with proper notice given.

Students may choose to purchase a portrait package. Flyers advertising the various packages available will be sent home with students.

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

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

**Measles** – Two (2) doses of MMR vaccine required with the 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday for children 1 year – Kindergarten. For the 2009-2010 school year, 1<sup>st</sup> – 12<sup>th</sup> 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 1<sup>st</sup> – 12<sup>th</sup> grade in accordance with phase-in schedule.

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

**Hepatitis B** – Three (3) doses required for all children PK – 12<sup>th</sup> grades.

**Varicella** – Two (2) doses vaccine required with the 1<sup>st</sup> dose received on or after 1st birthday for all children 1 year – Kindergarten and 7<sup>th</sup> grade. All other students are required to have one dose received on or after the 1<sup>st</sup> birthday. 2-dose requirement goes into effect for grades 1<sup>st</sup> – 6<sup>th</sup> and grades 8<sup>th</sup> – 12<sup>th</sup> in accordance with phase-in schedule. If first dose of vaccine is administered on or after the 13<sup>th</sup> birthday, two doses required. History of illness statement by parent or physician is acceptable.

**Hepatitis A** – Two (2) doses vaccine required with the 1<sup>st</sup> dose received on or after the 1<sup>st</sup> birthday for all children 1 year – Kindergarten. Second dose is required 6 months after the first dose. 2-dose Hepatitis A requirement goes into effect for 1<sup>st</sup> – 12<sup>th</sup> 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 7<sup>th</sup> grade students. Meningococcal vaccine requirement goes into effect for 8<sup>th</sup> – 12<sup>th</sup> grade in accordance with phase-in schedule.

## **MEDICATION POLICY**

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

All prescription medication must be:

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

Over the counter medications:

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

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

No herbal medications 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, it is requested that the child remain home from school for twenty-four hours after symptoms have resolved (without the use of medication). This may help to prevent your child's illness from making another child ill. Parents are required to pick up their child as soon as possible should the child develop a fever at school, or exhibit other symptoms of illness, injury or conditions of communicable disease (rash, pink-eye, head lice, etc.).

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

### **SPECIAL HEALTH PROBLEMS**

If a child has a special health problem, such as asthma, diabetes, seizures, 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 a diabetic or asthma action plan will enable the nurse to more effectively care for your child in accordance with the physician's plan of care.

### **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. No student should be taken home unless permission has been obtained from a parent or responsible adult.

### **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 7<sup>th</sup> 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.
- Acanthosis Nigricans (ANTES) – 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 1<sup>st</sup>, 3rd, 5th, and 7th grades.

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

### **BACTERIAL MENINGITIS**

State Law requires the District to provide the following information:

#### **WHAT IS MENINGITIS?**

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

#### **WHAT ARE THE SYMPTOMS?**

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

#### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

**HOW IS BACTERIAL MENINGITIS SPREAD?**

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

**HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The Meningococcal vaccine (MCV4) is required for students entering 7<sup>th</sup> grade and will be added for 8<sup>th</sup> – 12<sup>th</sup> grade based on phase-in schedule a vaccine. The vaccine is also recommended for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

**WHERE CAN YOU GET MORE INFORMATION?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Center of Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of State Health Services: [www.dshs.state.tx.us](http://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>
<b>Medical:</b> Krueger Elementary	Monday, Wednesday, Friday	8 am – 3:30 pm
Schertz Elementary	Tuesday & Thursday	8 am – 3:30 pm

**Dental:**

Krueger Elementary	Monday-Thursday	8 am – 3:30 pm
Schertz Elementary	Monday-Thursday	8 am – 3:30 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, 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:

<b>Krueger Elementary (Medical &amp; Dental)</b>	<b>830- 914-2803 Ext. 111</b>
<b>Schertz Elementary</b>	<b>210- 658-4875</b>

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

### **Participation in P.E.**

Students are required to have a doctor's note to be excluded from P.E. for a specific length of time. Students should take their doctor's note to the school nurse for verification before first period begins. The nurse will file the original and make a copy for the student to give his/her coach.

### **GUIDANCE PROGRAM**

#### **School Counselor**

The school counselor is available to assist students with a wide range of concerns, including academic schedules and careers, and personal concerns such as social, family, emotional, or substance abuse needs.

The counselor may also make available information about community resources to address personal concerns.

Students who wish to meet with the counselor should make an appointment with the counselor's secretary.

### **ACADEMIC INFORMATION**

#### **Acceleration by Examination**

##### **With Prior Instruction**

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the District to earn credit by passing an examination on the

essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination.

The Attendance Review Committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

### **Without Prior Instruction**

Credit by Examination (without prior instruction) policy requires school districts to offer currently enrolled students the opportunity to test for acceleration. The District shall give a student in the grades 1-8 credit for an academic subject in which the student has received no prior instruction if the student scores 90% or above on a criterion-referenced test for acceleration for the applicable course. Tests are developed by a university and are aligned with the TEKS.

### **The testing timeline follows:**

#### **Registration Deadline**

May 15, 2009  
March 5, 2010  
May 14, 2010

#### **Testing Dates**

July 7, August 10, 11, 2009  
April 14, May 27 & 28, 2010  
July 6, August 9 & 10, 2009

To arrange for testing, parents/guardians must notify the school office prior to the registration deadline date. A parent/guardian will be required to complete the Request for Credit by Exam form. The test publisher will score the tests and the results will be sent to the school office approximately three weeks after completion of the tests. School counselors or administrators will notify parents/guardians of the test results.

### **Promotion and Grading**

The system of reporting grades is a numerical scale of 0-100. A grade of 70 shall be a minimum for a student to pass a course. All students must pass three (3) out of four (4) major subjects-- Science, Social Studies, Math and Language Arts-- and maintain an overall average of 70 to be promoted.

Citizenship is recorded as: **E**/Excellent; **S**/Satisfactory; **N**/Needs Improvement; **U**/Unsatisfactory

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].

### **Report Cards**

Report cards are sent to the parents or guardians four (4) times a year. The grade cards will be mailed during the week following the end of each nine-week grade reporting period.

The recorded grades for semester exams and semester grades will be the actual earned grades made by the student. Grades recorded on the student report cards and the registrar's grade card for the 1st, 2nd, and 3rd nine weeks will be no lower than 50.

### **Report to Parents/Progress Reports**

The student's progress is reported to parents periodically throughout the year. The evaluation criteria outlined on the report forms are to be observed literally. Supplementary notes of commendation, suggestions for improvement, parental conferences, classroom visits, and similar means of keeping in touch with parents are encouraged.

Teachers are required to send a written progress report to parents of pupils doing unsatisfactory work. These reports will be most effective every three (3) weeks. Cooperation can often be obtained by this means so that later misunderstandings can be avoided. Even though a progress report has not been issued, a student may still receive a failing grade during a grading period. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work at the end of a grading period can produce a failing grade. 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/guardian.

### **Tutoring**

Teachers provide tutoring in all subjects. Students are encouraged to schedule tutorials with their teachers before and after school and/or at lunch according to their individual teachers. Teachers' required hours are from 7:45 a.m. to 3:45 p.m. Students should have hall passes issued by their teachers in order to attend tutoring sessions.

### **Late Work**

Students are expected to turn in completed assignments at class time on the dates that assignments are due.

### **Written Assignments**

Students are expected to follow individual teacher's requirements for written work in each course (ink, pencil, heading, etc.). A student's failure to follow the teacher's directions could result in a maximum 10-point penalty on the assignment.

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty-- as in cheating or plagiarism-- is not acceptable. Cheating includes the copying of another student's work-- such as homework, classwork, or test answers-- as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student found to have engaged in academic dishonesty may be subject to loss of credit for the work in question, as well as disciplinary penalties and a parent/guardian phone call by the teacher.

### **Scheduling**

Each spring, students in grades 7<sup>th</sup> and 8<sup>th</sup> will be provided information on anticipated course offerings for the following year and other information that will help them to make the most of academic, technical, and extracurricular opportunities.

Scheduling is done through the Counseling Office. Students and parents are encouraged to talk with the school counselor, teacher, or principal to learn about course offerings.

Schedule changes may be requested in writing during the first ten (10) days of school. All classes are created on the basis of student requests during pre-registration. Because pre-registration determined class seats available, textbooks and supply orders, and room assignments, schedule changes must be limited and controlled by the counselor and administration.

### **Physical Education Requirement**

State Board of Education rules require each student to complete one unit of Physical Education in Grade 7<sup>th</sup> or 8<sup>th</sup>. Competitive athletics may substitute for the one unit of Physical Education.

Parents may request a waiver to allow students to receive credit for appropriate private or commercially-sponsored physical activity programs (i.e., tennis, gymnastics, dance). These activities must be equal to or more rigorous than the standard physical education class and require approximately 15 hours of participation each week.

Waiver requests will be accepted only during the first week of each semester or in the case of new students, during the first week from the date of enrollment. A Physical Education Waiver Request Form is available from the counseling office.

### **TAKS Classes**

A TAKS (Texas Assessment of Knowledge & Skills) test in Math, Reading, Writing, Science, and Social Studies will be administered in the spring for grades 7<sup>th</sup> and 8<sup>th</sup>. Students who fail to master this test may be placed in remedial classes at grades 7<sup>th</sup> and 8<sup>th</sup>.

### **Final Examinations**

No examinations will be given earlier than scheduled to protect the integrity of the exams. Please keep the following schedules in mind when planning holiday and vacation trips.

The exam schedule for 2009-2010 is:

January 12, 2010	May 28, 2010
January 13, 2010	June 1, 2010
January 14, 2010	June 2, 2010
January 15, 2010	June 3, 2010

### **Honors Courses**

Teachers of Pre-AP Language Arts, Math, Science, Social Studies, Spanish I, Algebra I and Geometry shall add five points, not to exceed a total grade average of 100, to the grade of each student, following calculation of the grade average for each reporting period. The total shall constitute the student's grade for the grading period and shall be used for report card and permanent record card reporting. Algebra 1, Geometry and Spanish I students may receive high school credit upon successful completion of these courses.

GT students must be enrolled in at least one Pre-AP course in order to remain active in the program.

### **Honors Night**

Students will be recognized for outstanding achievement at Honors Night in the spring semester. Awards are presented to students who have demonstrated outstanding ability in academic education or who have provided distinctive service to their organizations or school. Honor roll students are also recognized at this time. Each nine weeks grade is used to determine the A & A/B Honor Roll.

### **Extracurricular Activities, Clubs, and Organizations**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students.

We encourage students to become very active in all parts of their school life. Although we cannot measure the exact gain, we know students enjoy school life more because of school organizations. Members must meet specific entrance qualifications and maintain required qualifications of each organization.

Junior High School offers a variety of activities:

Athletics	Journalism
Band/Choir	National Junior Honor Society
Builders Club	Student Council
Cheerleaders	UIL
Gifted & Talented Program	Yearbook

### **Eligibility**

Participation is a privilege. While many of the activities are governed by the University Interscholastic League-- a statewide association of participating districts-- eligibility for participation in many of these activities is governed by state law as well as UIL rules:

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.

A student is allowed up to 15 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

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

### **TAKS Testing**

Texas Assessment of Knowledge and Skills (TAKS) is required by the Texas legislature and is administered at both the 7th and 8th grades.

<b>Area:</b>	<b>Grade Level:</b>	<b>Testing Date:</b>
Writing	7	March 3, 2010
Mathematics	8	April 6, 2010
Reading	8	April 7, 2010
Mathematics	7	April 27, 2010
Reading	7	April 28, 2010
Science	8	April 29, 2010
Social Studies	8	April 30, 2010
Mathematics (Retest)	8	May 18, 2010
Reading (Retest)	8	May 19, 2010

In **Reading**, the student will:

1. demonstrate a basic understanding of culturally diverse written texts
2. apply knowledge of literary elements to understand culturally diverse written texts
3. use a variety of strategies to analyze culturally diverse written texts
4. apply critical-thinking skills to analyze culturally diverse written texts

In **Math**, the student will:

1. demonstrate an understanding of numbers, operations, and quantitative reasoning
2. demonstrate an understanding of patterns, relationships, and algebraic reasoning
3. demonstrate an understanding of geometry and spatial reasoning
4. demonstrate an understanding of the concepts and uses of measurement
5. demonstrate an understanding of probability and statistics
6. demonstrate an understanding of the mathematical processes and tools used in problem solving

In **Writing**, the student will:

1. within a given context, produce an effective composition for a specific purpose
2. produce a piece of writing that demonstrates a command of the conventions of spelling, capitalization, punctuation, grammar, usage, and sentence structure
3. recognize appropriate organization of ideas in written text
4. recognize correct and effective sentence construction in written text
5. recognize standard usage and appropriate word choice in written text
6. proofread for correct punctuation, capitalization, and spelling in written text

In **Social Studies**, the student will:

1. demonstrate an understanding of issues and events in U.S. history
2. demonstrate an understanding of geographic influences on historical issues and events
3. demonstrate an understanding of economic and social influences on historical issues and events
4. demonstrate an understanding of political influences on historical issues and events
5. use critical-thinking skills to analyze social studies information

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.

### **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, cooperative 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's is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.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 the 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 if the parent, one copy of the records 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 it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal of the school where the student is presently enrolled no later than 10 days after the opening of the current school year, or for students new to the district, no more than 10 days following registration.

Directory information includes a student's name, 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, the most recent previous school attended by the student, and E-Mail address.

### **Computer Use and Internet Access Policies**

#### **Part A - Computer Use**

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

1. Students may not use the Internet at Schertz-Cibolo-Universal City ISD (SCUC ISD) without parent approval.

2. All use of SCUC ISD computers and access to the Internet must be in support of education and research and be consistent with policies and goals of the SCUC ISD.
3. Any use of SCUC ISD computers for commercial and/or for-profit purpose is expressly prohibited.
4. The use of SCUC ISD computers for product advertisement and/or endorsement or political lobbying or campaigning is prohibited,
5. Users shall not seek information on, obtain copies of, modify files, or other data, or passwords belonging to other users.
6. No use of SCUC ISD computers shall serve to disrupt the use of computers by others; hardware and/or software shall not be destroyed, modified, vandalized, or abused in any way. Vandalism includes any attempt to harm or destroy data of another user.
7. Use of SCUC ISD computers to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, harassment, discriminatory remarks, pornographic references or graphics, and other antisocial behaviors are prohibited on SCUC ISD computers and computing systems.
9. Use of SCUC ISD computers to access or process inappropriate text and/or graphics files, or files dangerous to the integrity of the SCUC ISD is prohibited.
10. The illegal installation of copyrighted software for use on SCUC ISD computers or computing systems is prohibited.
11. Any violations of the use of the Internet should be reported to the teacher or supervisor assigned to the user.
12. The above list is not intended to be all-inclusive.

#### **Part B - Monitored Use - Transmissions Are Not Confidential**

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

#### **Part C - Disciplinary Actions For Misuse Of Internet Access Privileges**

Users found in violation of SCUC ISD policies will be subject to one or more disciplinary actions based upon the severity of the infraction and the Discipline Management Code. Applicable State and Federal guidelines will be followed for students receiving special education services.

### **DISCIPLINE MANAGEMENT**

#### **Policies and Regulations**

Responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the school administration.

In support of a positive school climate, the administration must develop and enforce effective discipline procedures. The Vice Principal assists the principal in maintaining appropriate student conduct.

Teachers are here to help students achieve their educational goals. In order for students to learn, it is necessary that they follow teachers' guidelines for behavior.

Students are to conduct themselves in a manner prescribed by the teachers and administration. Failure to comply will result in disciplinary action. All actions are designed to change the student's inappropriate behavior. Without good discipline, students cannot realize their greatest opportunities for growth.

### **Girls and Boys Town Education Model**

The Girls and Boys Town Education Model has been adopted and is included as one of the proactive intervention strategies used in SCUCISD. This model offers expertise to help make schools safer and better places to learn. It expands the dialogue about the importance of redefining what a safe school is - a place where students and teachers respect one another and cooperate so learning can occur, a place where open communication is a priority, a place where there is a system for resolving disputes, a place that opens its doors to the surrounding community and welcomes its residents as partners in learning. The Boys Town Model supports such school goals as: increased school attendance, following school and class rules, improving relationships and interactions with teachers and administrators, improving academic performance, building appropriate peer interaction skills, decreasing out-of-school suspensions, and the probability of school drop out.

### **Conflict Mediation**

Conflict Mediation is a proactive intervention that complements the Boys Town Model. The intervention is taught to students by teachers trained in Conflict Mediation on an as-needed basis. 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. Conflict mediation forms may be requested from any teacher or from the principal.

### **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.

### **In School Suspension**

The Behavior Adjustment Center will be established on a flexible basis according to need and will consist of a classroom away from the regular classroom.

The program will consist of written assignments based upon recommendations and lesson plans from the sending teacher.

1. Student will be referred by campus administrators.
2. Students will be isolated from other students.
3. Minimum and maximum lengths of stay are from one (1) class period to the end of the semester.

While assigned to BAC, students are not allowed to attend or participate in school functions.

### **Damage to School Property**

Parents or guardians shall be responsible for willful damage done to school buildings, furniture, grounds, textbooks, or other property of the schools by their child or ward. The damage shall be assessed by the principal and arrangements must be made for the parent or guardian to pay for the damages.

### **Detention**

Detention will be assigned by the administration during lunch- Monday through Friday.

## **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.

## **PROHIBITIONS**

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

## **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 ensure 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 machinery and sanitary conditions in food preparations 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, culottes, skirts and dresses must be mid-thigh length or longer. Any clothes that are suggestive or indecent or which cause distraction will not be tolerated.

2. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials is specifically prohibited. House shoes are not permitted.
3. Clothing advertising tobacco, liquor, sex and/or drugs, death, suicide, or cult worship; items of clothing considered to be undergarments and see-through garments may not be worn as outer garments.
4. Tank tops, muscle shirts, halter tops, exposed backs or midriffs are not permitted.
5. All types of hats, forehead bands, bandanas, etc., are not acceptable at school.
6. Any tight, unclean, torn, tattered, or revealing clothing is not acceptable.
7. Hair must be clean and well-groomed, and free of any unnatural colors.
8. Faces must be clean shaven.
8. No body piercing may be ornamented with rings, studs, etc. except for those located on the ear(s). No more than three (3) per ear.
9. Any clothing deemed in-appropriate, or other issues regarding grooming deemed inappropriate and not conducive to learning by the school administration may result in disciplinary action such as being asked to change to appropriate wear.

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 determined that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to the Behavioral Adjustment Center for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action.

Should a student choose not to comply with the grooming requirement, she/she will be referred to an administrator. Parents will be contacted to provide appropriate corrective measures as required.

### **Hazing/Bullying**

We are committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students is strictly prohibited and shall not be tolerated in the district.

### **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 non-aggressive 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 a 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 District security officers or 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.

### **Police Questioning of Students**

For police questioning of a student in school, the following guidelines shall apply:

1. Before the principal or assistant principal permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student while in school. The questioning officer's name and title shall be obtained and recorded by District officials.
2. The principal shall make reasonable effort to contact the student's parents.

### **Arrested Students**

If a District student at school is subject to arrest or apprehension by a law enforcement officer, the principal or assistant principal shall request to see the summons or warrant and shall deliver the student into the officer's custody. The principal shall immediately notify the parents and the superintendent.

### **Personal Entertainment Items/Electronic Devices/Telecommunication Devices**

CD Player, Radio, Tape Recorder, Camera, Electronic Games, Laser Pointer and Other Personal Entertainment Items

No student will be permitted to have a CD Player, radio, tape recorder, camera, electronic game, laser pointer on the school campus without the written approval of the campus principal. These items will be confiscated and returned to the parent/guardian by the administration.

The second offense by a student for any infraction of this policy will result in confiscation of the item(s) for the remainder of the school year and disciplinary action may be taken. Certain items of a dangerous or particularly disruptive nature may be returned only to a parent or guardian.

The district prohibits the use of all telecommunications devices, including cellular phones and pagers/beepers, at all schools during the instructional school day. For purposes of this policy, the instructional school day is defined as 7:30 a.m. to fifteen (15) minutes after 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.** Students who violate this policy shall be subject to established disciplinary measures, in accordance with the Student Code of Conduct. School Board Policy FNCE (Local) allow for a \$15.00 charge for this violation.

### **Saturday School**

The assistant principal may assign a Saturday School for smoking on campus, leaving campus without permission, a serious discipline offense, or for not attending three (3) or more detention halls. The assistant principal will notify the parents, and parents are responsible for transportation.

Parents will notify the assistant principal if the student was ill or there was a family emergency, and the date of the school will be rescheduled. If a student is absent without an excuse, an additional day of Saturday School will be assigned. If a student has two (2) unexcused absences, he/she may be assigned to the campus Behavior Adjustment Center.

1. Goals include:
  - a. To reinforce the student’s understanding of those policies outlined in the SCUCISD Student/Parent Handbook that relate to student behavior and discipline.
  - b. To assist the student in acquiring a better understanding of the discipline policies as providing a better learning atmosphere.
  - c. To provide an alternative to the mainstream campus placement as an extension of discipline management in the District.
  
2. Objectives include:
  - a. To stimulate the student’s awareness of the role of a citizen in a democratic society by emphasizing the need for discipline, respect for authority, and the acceptance of responsibility.
  - b. To recognize the necessity for rules and how rules function in families, schools, and political systems.
  - c. To help students recognize the consequences of unacceptable behaviors.
  - d. To provide an understanding of the various concepts of “self” and how these may be used to promote personal growth and enhance relationships with others.
  - e. To assist students in preparing for adult life by exploring such topics as lifestyles, personal values, planning, career choices, and effective decision making.
  - f. To improve student skills in crisis-solving techniques in helping the students to overcome adolescent crises such as breaking up, moving to a new town, exclusion by peers, drug problems, and family problems.
  - g. To improve student skills and techniques in developing good study habits, enabling the student to achieve better grades and helping to make him/her a more successful person.
  - h. To improve student skills and techniques which are essential in gaining employment and to understand the importance good employer-employee relationships have upon retaining employment.
  - i. To stimulate belief in the achievability of personal goals.
  - j. To clarify the basic rights and responsibilities of juveniles under the law.

**School Dances**

Once a student has been suspended or assigned to home or to In School Suspension, he/she may no longer attend school dances for the remainder of that semester.

Any student who has not served assigned D-halls may not be eligible to attend a dance. Students who owe money to the cafeteria, school office, library, or who need to pay for lost or damaged books may not attend dances until these obligations are met.

In addition, students must have all required school forms completed and returned before attending any dance (i.e. PL874 Federal Survey Form).

**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 school to fill the special aims of the organization.

**Sexual Harassment** *\*See Appendix A for legislative update\**

The Schertz-Cibolo-Universal City ISD 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 in school or at school-related activities.

The range of unwelcome behavior may include:

- \* Inappropriate touching
- \* Sexual gestures
- \* Suggestive verbal comments
- \* Sexual joking/teasing
- \* 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.

### **Social Behavior**

Public Display of Affection (PDA) is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment.

### **Suspension or Removal to the In School Suspension**

Students may be suspended for a period not to exceed three (3) school days or removed to In School Suspension if the principal or designee determines either:

- a. that the student's presence in the regular classroom or home campus presents a danger of physical harm to the student or others, or
- b. that the student has engaged in serious or persistent misbehavior that violates the previously communicated code of student conduct

Before suspending a student, the principal or designee shall consider reasonable alternatives, including appropriate discipline management techniques which may include removal to the In School Suspension. If the principal or designee determines a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension.

### **Steps for Suspension or Removal to an AEP**

1. **Notice to parents**  
Before suspending or removing a student to an alternative education program, the principal or designee shall conduct an informal conference at which time:
  - a. The student is advised of the conduct with which he is charged.
  - b. The student is given the opportunity to explain his version of the incident.
  - c. A student's parent shall be notified by telephone or other appropriate means as soon as reasonably possible. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.
2. **Parent conference**  
When the principal or designee suspends or removes a student to an alternative education program for three (3) or more consecutive days or five (5) or more cumulative days in a semester, he shall encourage the student's parent to attend a conference to discuss the disciplinary action and/or the student's misbehavior.
3. **Term of suspension or removal**  
The principal or designee shall determine the suspension term which may be from one(1) to three (3) days.

The district will offer a student in a DAEP, a suspended student, or a student placed in a setting other than a DAEP, an opportunity to complete coursework before the beginning of the next school year in each course in which the student was enrolled at the time of removal. The student may be provided the opportunity to complete coursework through other available methods.

### **Tobacco**

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.

### **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 will be suspended, will attend a disciplinary meeting and may be assigned to the alternative school for discipline or expelled.

### **Transportation**

Children living within two (2) miles of the school they attend will be transported to school when a hazardous traffic artery exists. Hazardous transportation areas are designated by the Board of Trustees.

Students who need to ride another bus must have permission from their parents. The note should have the correct date, the bus number to be ridden and the person with whom they are riding home. The request must be given to the Assistant Principal at the beginning of the school day (8:00 - 8:15 a.m.)

### **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 child boards the bus in the morning and leaves the bus at the end of the school day. Once a child boards the bus -- and only at that time -- does he/she become the responsibility of the school district. Such responsibility shall end when the child 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 school district, the Board of Trustees shall require the children 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 the Parents) to the campus principal, 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 a conference by a parent about the incident will be with the campus principal. 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 instruction of the bus driver/monitor.
2. Keep head, hands and feet inside the bus.
3. There will be no eating or drinking on the bus.
4. Sit in the assigned seat if the bus driver/monitor makes such an assignment.
5. Be seated on entering the bus and remain seated until leaving the bus at destination.
6. Will not possess, or bring on board, any type of weapon: knife, gun, club, etc. (This will be cause for expulsion both from school and from the bus.)
7. Will not fight in any manner on the school bus.
8. Will not chew tobacco, dip, snuff, light matches or lighters.
9. There will be no destruction or damaging of the bus. (Disciplinary action plus cost of replacing or repairing will be necessary.)
10. There will be no profanity or obscenities used on the school bus. (Since this is a questionable item, the incident report will reflect on how, why, and in what way this was used.)
11. There will be no alcoholic drinks or drugs brought on the school bus. This means on persons or consumed by persons.
12. Any other act that causes an unsafe situation will be handled when it occurs. Students are responsible for their personal behavior.

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

1. First Offense - Warning- Discretion of the principal
2. Second Offense - Five days suspension from riding any district school bus
3. Third Offense - Fifteen days suspension from riding any district school bus
4. Fourth Offense - Thirty days suspension from riding any district school bus
5. Fifth Offense - Remainder of school year suspension from riding any district school bus
6. In case of severe offense, the student may be removed immediately. The principal shall determine the length of time.

### **School-Sponsored Trips**

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

Field Trips (Trips for Academic Purposes): Students must ride the school buses on all school-sponsored trips. No student will be permitted to go or return in private cars. A request to vary from this rule must be cleared through the principal prior to the trip. Any student who returns by other means may be dropped from the organization that is sponsoring the trip and shall be subject to disciplinary action.

### **Transportation to Athletic Events**

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

### **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 threatening 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. firearms of any kind
- b. clubs or nightsticks
- c. razors
- d. metallic or plastic knuckles
- e. chains
- f. knives of any size, including pocket knives
- g. any other object used in a way that threatens to inflict bodily injury on another person
- h. paint balls and paintball guns
- i. bee-bee 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.

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## **Appendix B**

**Student Code of Conduct .....pages (1-34)**

## **Appendix C**

Options and Requirements for Providing Assistance to Students  
Who Have Learning Difficulties or Who Need or May Need  
Special Education – English Version.....page (1)

Opciones y requisitos para proporcionar ayuda a los estudiantes que  
Tienen dificultades en el aprendizaje o que necesitan o pueden  
Necesitar educación especial – Spanish Version.....page (2)

Pages (1-2)

**Options and Requirements  
For Providing Assistance to Students Who Have Learning Difficulties  
or Who Need or May Need Special Education**

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 support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide 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 report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

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

Contact Person: \_\_\_\_\_ Director of Supplemental Services \_\_\_\_\_

Phone Number: \_\_\_\_\_ 210-945-6015 \_\_\_\_\_

**Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

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

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: \_\_\_\_\_ Director of Supplemental Services \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ 210-945-6015 \_\_\_\_\_

