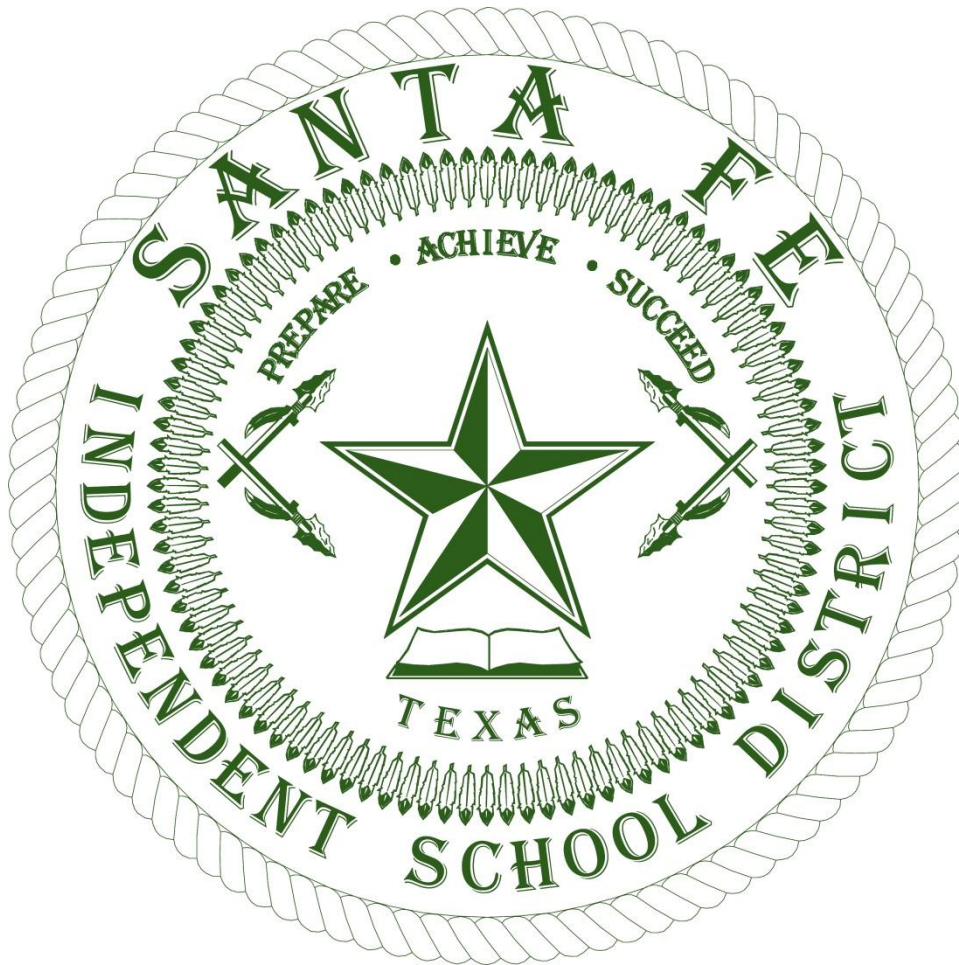


SANTA FE INDEPENDENT SCHOOL DISTRICT

STUDENT HANDBOOK



2013-2014

Also Available in Spanish

- Student/Parent Handbook
- Transportation Handbook
- Student Dress Code

SANTA FE INDEPENDENT SCHOOL DISTRICT

4133 Warpath
P.O. Box 370
Santa Fe, Texas 77510-0370
TEL: (409) 925-3526
FAX: (409) 925-4002
<http://www.sfid.org>

Superintendent of Schools

Leigh Wall, Ed.D.

Board of Trustees

John Rothermel, *President*
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Mission

To prepare ALL members of the Santa Fe Independent School District learning community to Achieve and Succeed through innovative strategies and collaborative relationships.

PREPARE, ACHIEVE, SUCCEED

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PREFACE

To Students and Parents:

Welcome to school year 2013–2014! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Santa Fe ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Santa Fe ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found posted on the district’s Web site at www.sfid.org.

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

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

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the counselor or principal.

Also, please complete and return to your child’s campus the following forms which you will receive from the campus.

1. Student and Parent Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;
3. Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education Form, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the superintendent’s office or online at <http://pol.tasb.org/Home/Index/504>. The staff of Santa Fe ISD wishes you and your child a productive year!

Sincerely,
Leigh Wall, Ed.D.
Superintendent of Schools

DISTRICT & CAMPUS CONTACT INFORMATION

Santa Fe Independent School District

4133 Warpath

P.O. Box 370

(Mailing Address for all correspondence)

Santa Fe, TX. 77510

TEL (409) 925-3526

FAX (409) 925-4002

<http://www.sfisd.org>

Administration

(Physical address is 4133 Warpath unless otherwise noted!)

Athletics	Jay Buckner, Director <i>(16000 Highway 6)</i>	(409) 927-3141
Business	Britt Madden, Chief Financial Officer	(409) 925-9020
Curriculum & Instruction	Dr. Jacqueline Shuman, Executive Director	(409) 925-9050
Drop Out Recovery	Kimberly Rich, Director <i>(4135 Warpath)</i>	(409) 925-9455
Federal & State Programs	Kimberly Rich, Director	(409) 925-9010
Fine Arts	Patti Hanssard, Executive Director	(409) 925-9030
Food Service	Cherie Bowers, Director	(409) 925-9070
Health Services	Carol Nelson, RN <i>(16000 Highway 6)</i>	(409) 927-3125
Human Resources	Patti Hanssard, Executive Director	(409) 925-9030
Instructional Support	Bonnie Haecker, Director	(409) 925-9050
Business & Technology Services	Julie Smith, Director	(409) 925-9060
Maintenance	Bob Atkins, Director <i>(4140 Warpath)</i>	(409) 925-9200
Police	Walter Braun, Chief	(409) 927-3130
Public Relations	Patti Hanssard, Executive Director	(409) 925-9030
Tax Office	Kim Patterson, Tax Assessor	(409) 925-9040
Transportation	David McMillan, Director <i>(3701 Peck Street)</i>	(409) 925-2775

Campuses

Santa Fe High School	Mandy Scott, Principal	16000 Highway 6	(409) 927-3100
Santa Fe Junior High	Rachel Blundell, Principal	4132 Warpath	(409) 925-9400
Dan J. Kubacak Elementary	Susan Hall, Principal	4131 Warpath	(409) 925-9600
Roy J. Wollam Elementary	Donna Carlson, Principal	3400 Avenue S	(409) 925-2770



Portrait of a Santa Fe ISD Graduate

<i>S</i>elf-Directed Learner	<ul style="list-style-type: none"> • Intrinsically motivated and seeks knowledge • Takes ownership of life-long learning • Reflective and willing to share knowledge • Encourages and supports a culture of learning
<i>F</i>ocused and Effective Communicator	<ul style="list-style-type: none"> • Shares respectfully ideas, listens attentively, and acknowledges different perspectives • Uses technology appropriately to communicate information • Communicates clearly ideas, both verbally and non-verbally, to all audiences • Applies effectively interpersonal and interview skills in a professional setting
<i>I</i>nnovative Problem Solver	<ul style="list-style-type: none"> • Identifies and analyzes problems • Resourceful, collaborative and creative • Seeks out current research, utilizes new technology, and is willing to take risks • Explores multiple solutions
<i>S</i>ervice-Oriented Citizen	<ul style="list-style-type: none"> • Volunteers and contributes back to their community by participating in selfless projects that help others • Advocates in a caring and responsible manner for their community and is empathetic towards the needs of others • Personable individual who understands and accepts diversity and promotes community pride
<i>D</i>edicated to Excellence	<ul style="list-style-type: none"> • Accepts challenges and perseveres through adversity • Devoted to academic success • Exhibits a disciplined work ethic • Holds high expectations/standards for self and others • Punctual and persistent



2013-2014 School Calendar



Santa Fe ISD School Calendar 2013 - 2014



July 13

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 13

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 13

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 13

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 13

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 13

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 14

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 14

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 14

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 14

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 14

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 14

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 14

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First/Last Day of School

First Day of School, 9th Grade..... Aug. 23, 2013
 First Day of School PK-8, 10-12..... Aug. 26, 2013
 Last Day of School..... June 5, 2014
 Graduation..... June 6, 2014

Teacher Inservice/Workdays

New Teacher Orientation..... Aug. 15-16, 2013
 All Teachers..... Aug. 19-23, 2013
 October 14, 2013
 January 6, 2014
 January 20, 2014
 February 17, 2014
 June 6, 2014

Student Holidays

September 2..... Labor Day
 November 25-29..... Thanksgiving
 December 23-Jan. 6..... Winter Break
 January 20..... Martin Luther King Day
 March 10-14..... Spring Break
 April 18..... Good Friday
 May 26..... Memorial Day

Holidays if Not Used for Bad Weather Makeup Days

April 18, 2014
 May 26, 2014

Grading Cycles

First Semester

First Nine Weeks 8/26/13 (38 days)
 Second Nine Weeks 10/21/13 (40 days)

Second Semester

Third Nine Weeks 1/7/14 (42 days)
 Fourth Nine Weeks 3/17/14 (57 days)

State Assessment Dates/Windows (T)

H.S. ONLY

Oct. 21-24 TAKS Retest, Dec. 2-13 (EOC);
 March 3-6 (TAKS Retest);
 March 31-April 4 (EOC/STAAR); July 7-18
 (EOC) Retest

Jr. High/H.S. ONLY

May 5-16

Kubacki/Jr. High ONLY

May 13-14 (STAAR Retest Grades 5 & 8)
 June 24-25 (STAAR Retest Grades 5 & 8)

All Campuses

March 31-April 4 (EOC/STAAR)
 April 21-25 (TAKS/EOC)

Early Release Dates:

Prof. Dev. Or Parent Conf. – Oct. 30-31 and Nov. 1

All students: Dec. 20, March 7, June 5

LEGEND

- ☒ New Teacher Orientation
- ☐ Inservice/Workday/Student Holiday
- < Begin Nine Weeks
- > End Nine Weeks
- △ Teacher/Student Holiday
- ≡≡≡ Weather Makeup Day
- Early Release
- www First and last school day
- ★ 9th Grade First Day of School
- T State Testing
- RT State Retesting

Summer School

K-12

Session I – June 9-26
 Session II – July 7-24

Board Approved – Jan. 21, 2013
 TEA Approval – N/A

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Santa Fe ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policies at GKG and contact the Family Engagement Liaison at (409) 925-9050.]
- Participating in campus parent organizations. Parent organizations include the Parent Teacher Organization (PTO).
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and contact the Director of Instructional Support at (409) 925-9050.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Family Engagement Coordinator

The Family Engagement Coordinator, who works with parents of students participating in Title I programs is the Kim McDougald and may be contacted at (409) 925-9050.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

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

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

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

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

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Displaying a Student’s Artwork, Photos, and Other Original Work

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork,

special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.
- Teaching materials and tests used in your child's classroom.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate in conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;

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

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal or <http://www.sfisd.org/healthservices> additional information.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (Legal)]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

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

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the Director of Transportation for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance. [See policy FDB and policy FFI]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(Local)]
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (Legal)]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

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

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

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

- Texas Project First, at <http://www.texasprojectfirst.org>

- Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Director of Instructional Support at (409) 925-9050.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from deployment of at least four months will be excused by the district. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parents return from deployment. Additional information may be obtained from your campus principal and found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate

educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The 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. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student 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, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (Local). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy.

The district’s policy regarding student records found at FL (Legal & Local) is available from the principal’s or superintendent’s office or on the district’s Web site at <http://pol.tasb.org/Home/Index/504>

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II:

OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus principal.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for a student’s final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA]

Students enrolled in prekindergarten (PK) or kindergarten are required to attend school and are subject to compulsory school attendance rules while enrolled. However, if a child has not reached mandatory compulsory attendance age (6 years old as of September 1 of the current school year) the child’s parent or guardian may withdraw the student from school, and the child will not be in violation of compulsory attendance rules.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. 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;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences.

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployment.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
- For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.
- If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense. [See policy FEA (Legal)]

Attendance for Credit

To receive credit or a final grade in a class, a student in kindergarten – grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

All students with excessive absences receive information regarding the completion of make-up time in order to regain course credit(s). This includes all requisite forms and paperwork related to the completing of the appropriate appeal paperwork for review by the attendance review committee (ARC). The ARC determines whether there are extenuating circumstances for the absences and how the student may regain credit or a final grade lost because of absences. [See policy FEC] In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (Local). The actual number of days a student must attend to receive credit or a final grade will depend on whether the class is for a full semester or for a full year (90% required).

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance time varies by campus and is noted in the campus sections at the back of this handbook. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Notice to Parents & Students Regarding Absences & Admissions

There are guidelines that must be followed when your student is absent, arriving late or departing early from the campus. These policies were derived by Santa Fe ISD for the protection of your child as well as supplying the necessary records for documentation of your child's absence.

Guidelines are as follows:

- Parents must come into the office to check students in or out of school.
- Contact the office if the student will be absent the entire day.
- When arriving on campus after school has begun, the student must go to the office and check in on the sign in for an admittance slip to class.
- When checking a child out of school for any reason, a departure sheet must be signed by a parent or the person designated on the emergency/registration card. A child cannot be released to any other person unless they have a note from the parent/guardian with a phone number where they can be released.

- When returning to campus following an absence, please be sure your child has a note including the student's first and last name, specific dates, and the signature of a parent/guardian. This is the only way the student will obtain an excused absence. Bring notes from any type of health care professional (i.e physician, dentist, etc.) when you return, if applicable.

IMPORTANT: A student is required to be in attendance for 90% of the class periods/days a course is offered to receive credit. All absences, excused or unexcused, are applicable to the "Ninety Percent Rule" and if violated, the student is required to complete make-up time.

Documentation after an Absence

When a student must be absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. Notes must be received by the campus no more than three (3) days after the absence to be excused. A note signed by the student, even with the parent's permission, will not be accepted. Exceptions may be granted for independent or homeless students.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than four (4) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused. [See policy FEC (Local)]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACADEMIC PROGRAMS

The school counselor provides students and parents' information regarding academic programs to prepare for higher education and career choices.

AWARDS AND HONORS

Please refer to the campus sections at the back of this handbook for awards and honors given at each campus.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or

- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available online at <http://pol.tasb.org/Home/Index/504>. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (Local).

CAFETERIA/NUTRITION SERVICES

National School Lunch and Breakfast Programs

The Santa Fe ISD Food & Nutrition Department participates in the National School Lunch and Breakfast Programs for grades PK-8. The Santa Fe High School participates in the National School Breakfast Program only. High School lunches are sold at "ala carte" pricing. You may call 925-9070 for more information.

Free & Reduced Lunch Applications

Through these federal programs, free or reduced-price meals are available to children whose families meet certain income criteria.

- Apply online at http://www.sfisd.org/food_services - Online Application Approvals are faster and more secure!
- Applications are available throughout the year at all schools and in the Food & Nutrition Services Office in the Cowan Administration Building.

Student Accounts

Santa Fe ISD uses a computerized meal account system. All students are assigned personal accounts that money may be deposited into on a daily, weekly, monthly, or yearly basis. We encourage monthly

deposits to help speed up the serving lines at mealtime. Parents may get information about your student's eating habits or make credit card payments online at <http://www.mymealmoney.com> You may also contact the school manager by phone or our office at 925-9070. Money on deposit can be used to purchase breakfast, lunch and extras. If possible, please send a check instead of cash. Checks may be made payable to SFISD Food & Nutrition Services (FNS). Please put your child's account number and his/her first and last name on all checks. This will ensure that money is deposited into the correct account. Parents may request that a message be placed on their child's account to prevent students from purchasing certain items, such as drinks and or snacks. Please contact the Food & Nutrition Office for more information.

Meal Prices:

K-12 Breakfast \$1.25
K-12 Reduced-Price Breakfast .30
K-5 Lunch \$2.00
6-8 Lunch \$2.25
K-8 Reduced-Price Lunch .40

Pre- Paid Amounts:

1 week of regular price breakfast = \$ 5.50
1 week of reduced price breakfast = \$1.50
1 week of regular price lunch = \$10.00
1 week of regular price lunch = \$11.25
1 week of reduced price lunch = \$2.00

****Don't forget extra money for snack items. **Pay for a week, month, or even the whole year!**

Credit Card Payments:

Make payments online with a major credit card at <http://www.mymealmoney.com> A \$1.50 charge will apply.

Insufficient Check Collection

Santa Fe ISD has contracted with a check recovery service to collect any insufficient fund checks made out to any district activity, including food & nutrition services. The recovery service will charge a minimum \$30 fee for all checks returned by the bank for insufficient funds. The service will begin by writing letters or telephoning the check writer. Insufficient checks may be paid to the check recovery company by credit card, debit card, money order or by electronic check over the phone.

Account Balances and Charges

- NO CHARGES ARE ALLOWED AT THE JUNIOR HIGH OR HIGH SCHOOL CAMPUSES (Grades 6-12). Students are encouraged to call home for money/lunch or borrow from friends at school.
- No charges or alternate meals are allowed for breakfast meals at ANY grade level.
- PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITHOUT LUNCH MONEY!
- School Messenger will be used to call home as a courtesy reminder to parents in grades PK-5 but this service does not replace a parent's responsibility to monitor their own child's account balance.

Once a student has reached two charges and a payment has not been received, the FNS manager will attempt to call the parents to remind them we have been feeding the child in good faith, and that money is owed to the student's account. The manager will gladly provide the current status in number of meals and total dollar value of outstanding charges. A sandwich and milk will be provided to students who have exceeded the two-charge limit. This will always be a last resort. Monitor your child's lunch room balance at www.mymealmoney.com.

Food & Nutrition Services Campus and Administrative Phone Numbers:

R.J. Wollam Elementary	Martha Delfin, Manager	(409) 927-3419
Kubacak Elementary	Robbie Spencer, Manager	(409) 925-9619

Junior High	Michelle Skiles, Manager	(409) 925-9317
High School	Connie Turner, Manager	(409) 927-3117
Administration	Kim Wulf, Coordinator	(409) 925-9070
	Cherie Bowers, Director	(409) 925-9070

Texas Public School Nutrition Policy (Effective 8/01/04)

The Texas Department of Agriculture has created these nutrition guidelines to promote a healthier environment in schools. Foods available on school premises should provide for the nutritional wellbeing of children and be considered as carefully as other educational support services. Legally, the SFISD MUST comply with these guidelines. Please view the full policy at <http://www.squaremeals.org>

Elementary school campuses (K-6) may not serve to students any foods other than the served school lunches and may not provide them access to any foods other than home-packed sack lunches at ANY TIME ON SCHOOL PREMISES until the end of the last scheduled class for the campus.

Food and candy other than the school lunch or home-packed sack lunches MAY NOT BE SOLD OR GIVEN AWAY TO STUDENTS ON SCHOOL PREMISES by school administrators or staff (principals, coaches, teachers, etc.), other students or student groups, other parents or parent groups, or any other person, company or organization.

Classroom birthday parties: TDA recognizes that celebrating student birthdays with a classroom party is a time-honored tradition that provides the opportunity for parental involvement in the education of their children, which is beneficial for students, parents and teachers. Foods otherwise restricted by the policy are permitted in the classroom for student birthday parties. It is recommended such parties be scheduled after the end of the lunch period for the class so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

Middle school campuses (7-8) may not serve to students any foods other than the served school lunches and may not provide them access to any foods other than home-packed sack lunches at ANY TIME ON SCHOOL PREMISES until the end of the last scheduled lunch for the campus.

Food and candy other than the school lunch or home-packed sack lunches MAY NOT BE SOLD OR GIVEN AWAY TO STUDENTS ON SCHOOL PREMISES by school administrators or staff (principals, coaches, teachers, etc.), other students or student groups, other parents or parent groups, or any other person, company or organization.

SCHOOLS MAY HAVE THREE (3) EXEMPTION DAYS PER YEAR WHERE FOODS OF MINIMAL NUTRITIONAL VALUE ARE ALLOWED. INDIVIDUAL SCHOOL CAMPUSES WILL DETERMINE THOSE DATES. CONTACT YOUR CHILD’S CAMPUS FOR FURTHER INFORMATION REGARDING THESE 3 DAYS.

Food & Nutrition Website: Please visit our Food & Nutrition Website as a part of Santa Fe ISD’s website at <http://www.sfisd.org/foodservices> Use <http://www.mymealmoney.com> to check student account balances and make online credit card payments.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in the following ten (10) Career Clusters:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communication
- Business Management & Administration
- Education and Training
- Health Science
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Transportation, Distribution and Logistics

Admission to these programs is based on student interest, age appropriateness and space availability. Santa Fe ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at <http://www.sfsd.org>. 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 or any other type of abuse or neglect 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 neglect, 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 or other maltreatment, the school 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 manage 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%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

- <http://www.childwelfare.gov/pubs/factsheets/signs.cfm>
- <http://sapn.nonprofitoffice.com>
- <http://www.taasa.org/member/materials2.php>
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

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

Reports of abuse or neglect may be made to the Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (800) 252-5400 or online at <http://www.txabusehotline.org>

CLASS RANK / HIGHEST RANKING STUDENT

Please refer to the Santa Fe High School Tribal Guide for information regarding valedictorian, salutatorian, highest-ranking graduate and class ranking. For two school years following graduation, a district student who ranked in the top ten percent of his or her class is eligible for admission into four-year public universities and colleges in Texas if the student meets the qualifications listed below:

- (1) The applicant graduated from a public or private high school in this state accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense;
- (2) The applicant successfully completed, at a public high school, the curriculum requirements established under Texas Education Code Section 28.025 for the recommended or advanced high school program or ; or satisfied ACT's College Readiness Benchmarks on the ACT assessment applicable to the applicant or earned on the SAT assessment a score of at least 1,500 out of 2,400 or the equivalent; and
- (3) If the applicant graduated from a high school operated by the United States Department of Defense, the applicant is a Texas resident or is entitled to pay tuition fees at the rate provided for Texas residents for the term or semester to which admitted.

For further information, see policy EIC.

CLASS SCHEDULES

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

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2014 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

or her class. Students and parents should contact the school counselor or College & Career Readiness Coordinator for further information about automatic admissions, the application process, and deadlines.

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit or Advanced Placement (AP) program;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with College of the Mainland (COM) or Alvin Community College (ACC); and
- Certain articulated CTE courses.

Note that if a student wishes to enroll in a community college course at a college that does not include the high school within its service area, the student is limited by state law to enroll in no more than three courses of this type.

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

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

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (Local) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at <http://pol.tasb.org/Home/Index/504>

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, 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.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Home Game Procedures for Conduct

We want to continue to provide the best safety and security possible for all fans in attendance at home games to support our teams. Everyone's cooperation and understanding in the enforcement of crowd control is necessary so that all attendance at home games may be an enjoyable experience. Santa Fe ISD is a tobacco, drug and gun free district. No tobacco products, alcohol or drugs are allowed on any campus facility or grounds during home game activity. Parent/Guardians must accompany and supervise their children (PK-5) at all times.

FOOTBALL

The district will enforce the following procedures at all home football games:

- All ticket holders must sit in designated seating areas.
- Loitering is not allowed. Students should be seated or walking to or from their seats to the concession stand or restroom.
- Once a ticket holder leaves the stadium, he/she may be required to purchase another ticket to re-enter.
- There will be no jumping from the bleachers to the ground.
- Reserved seat tickets are required to enter the reserved seat sections.

BASKETBALL AND VOLLEYBALL

The District will enforce the following procedures at all home basketball and volleyball games:

- All students and spectators must purchase tickets to enter the gym and must sit in the designated seating area.
- All students and spectators must enter the building at the front of the gym.
- No food or drinks are allowed in the gym. All food and drinks must be consumed before entering the gym. Food is to be consumed in the concession stand area.
- Cell phones should be silenced during student activities.
- Loitering is not allowed. Students should be seated or walking to and from their seats to the concession area.
- Students and/or children are not allowed in the practice courts behind the stands for any reason.

BASEBALL AND SOFTBALL

The District will enforce the following procedures at all home baseball and softball games:

- All students and spectators must purchase tickets to enter and must sit in the designated seating area.
- Folding chairs may be placed around the fence next to the playing field with coaches' permission.
- There will be no jumping from the bleachers to the ground.
- There will be no horseplay allowed.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

CORRESPONDENCE

The District permits high school students to take correspondence courses by mail or via the Internet for credit toward high school graduation. (For further information, see policy EEJC)

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities. To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

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

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policies EHBA (Legal), FFE (Legal), and FFG(EXHIBIT).]

COURSE CREDIT

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. [For further information, see the school counselor and policy EHDB (Local)]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by the district are approved by the district board of trustees. The dates on which exams are scheduled during the 2013-2014 school year will be published in appropriate district publications and on the district Web site. A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC (Local)]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect. The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See 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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. 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, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

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 in the principal's office and in the superintendent's office <http://pol.tasb.org/Home/Index/504>

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. Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact 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.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may

include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

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

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (Local) for the appropriate district officials to report a concern to.

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

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct. When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI] If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (Local). For more information, see <http://www.sfid.org/instructionalsupport>

DAY CARE (Creative Explorers)

The district does provide at a minimal cost to parents a before and after school day care program. Students may be dropped off at 6:30 a.m. on our campus. The after school day care supervises students until 6:00 p.m. and will be held at R. J. Wollam. More information can be obtained from the district administration office or by contacting the District Day Care Coordinator at (409) 457-9145.

DISTANCE LEARNING

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

Texas Virtual School Network (TxVSN - <http://www.txvsn.org/>) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or similar course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. School newspapers and yearbooks are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. The principal will designate a specific location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.] A student may appeal a principal’s decision in accordance with policy FNG (Local). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal’s approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the SFISD Executive Director of Human Resources and Public Relations for prior review. Designated staff will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF]

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the Santa Fe ISD Dress Code listed in the Student Handbook. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent or guardian may pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE] In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus.

Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

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

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

END-OF-COURSE (EOC) ASSESSMENTS

Beginning in spring 2012, the State of Texas Assessments of Academic Readiness (STAAR™) replaced the Texas Assessment of Knowledge and Skills (TAKS). The STAAR program at grades 3–8 assesses the same subjects and grades that were assessed on TAKS. At high school, however, grade-specific assessments will be replaced with 5 end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. [For further information, see <http://www.tea.state.tx.us/student.assessment/staar/>]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or

music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [For further information, see <http://www.uiltexas.org>]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten (10) absences not related to post-district competition, a maximum of five (5) absences for post-district competition prior to state, and a maximum of two (2) absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

Offices and Elections

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

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal two weeks before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. [For further information, see policy EIA (Local)]

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and

- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve passing scores on certain end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grade 11 during the 2012–2013 school year must pass the exit-level test to graduate. A student in grade 12 during the 2012–2013 school year who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF (Legal)]

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	NUMBER OF CREDITS		
	Minimum Program	Recommended Program	Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies, including Economics	3 or 4	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5
Language other than English	0	2	3
Fine Arts	1 (effective for grade 9 in 2010-2011 school year and thereafter)	1	1
Locally required courses	0.5 credit in Health	0.5 credit in Health	0.5 credit in Health
Electives	7.5 (prior to 2010-2011) 6.5 (2010-2011 and thereafter)	5.5	4.5
Advanced Measures**	0	0	4 (See school Counselor)
TOTAL	22 credits	26 credits	26 credits

- * A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.
 - ** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:
 1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
 2. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
 3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.
- Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year. Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

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

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP. A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH (Legal)]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in

accordance with state rules. If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.]

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies. A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer. [See FNA (Local) and the Student Code of Conduct.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the school counselor for information about other scholarships and grants available to students.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

HEALTH-RELATED MATTERS

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours with-out fever reducing medications. In addition, students with diarrheal illness must stay home until they are diarrhea free with-out diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

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

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law specifically 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 old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- 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 casual 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 when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen 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 bacterial 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>

* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus. Also refer to **Immunizations**, below, for more information.

Head Lice

(As recommended by the Galveston County Health Department)

Campus or clinic personnel will evaluate the student to determine if head lice and/or nits are present.

- Parents are contacted to take the student home if live lice are found. If only nits (lice eggs) are found, the student will be given a letter of instruction for the treatment of head lice and the procedure for readmission to school.
- On the day the student is sent home and the day after, the absence will be marked as excused. Any subsequent day of absence connected to this out-break will be marked as unexcused.
- Students may return to school when his/her hair is free of lice. When the student returns to school, he/she must report directly to the campus clinic.
- Students may not be admitted to school until cleared through the campus clinic.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. If your child has a food allergy that requires a change to his/her diet or if your child has been prescribed an Epi-Pen, the district must be provided a Plan of Care from the student's physician.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be access at <http://www.sfisd.org/healthservices>

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held four (4) meetings. Additional information regarding the district's School Health Advisory Council is available from the Director of Instructional Support at (409) 925-9050. [See also policies at BDF and EHAA.] The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

Other Health-Related Matters

Physical Fitness Assessment

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the Director of Child Nutrition at (409) 925-9070. [See policies at CO and FFA.]

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Director of Maintenance/Project Manager, the district's designated asbestos coordinator, at (409) 925-9200.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will

remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Director of Maintenance/Project Manager, the district's IPM coordinator, at (409) 925-9200.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Homeless Liaison at (409) 925-9075.

HOMEWORK

Each campus has established homework standards. Please contact your child's teacher or refer either to the campus grading policy or to Policy EIA (Local) for further information.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch at

TDSHS Immunization Branch (MC 1946)

P.O. Box 149347

Austin, Texas 78714-9347

or available online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm> The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (Legal) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>] As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- An administrator, or designee, will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

- An administrator may make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- An administrator may be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender. [For further information, see policies FL (Legal) and GRAA (Legal).]

LIBRARY (MEDIA SERVICES)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the day and before or after school on many campuses. For more specific information, contact your campus librarian or the campus office staff.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP

student. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences count for the percent threshold in regards to the state laws surrounding "attendance for credit or final grade."

A student involved in extracurricular activity must notify his or her teachers ahead of time about any absences. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (Legal)]

In-school Suspension (ISS) Makeup Work

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

MEDIA OUTLETS (Radio & TV Stations)

The following radio and TV stations will be contacted in the event of school closure due to an emergency. The school alert system will also notify local media services.

KILT	610 AM & 100.3 FM
KTRH	740 AM
KRBE	1070 AM & 104.1 FM
KKBQ	92.9 FM
KKRW	93.7 FM
KTBS	94.5 FM
KKHH	95.7 FM
KIKK	97.5 FM
KODA	99.1 FM
KHPT	106.9 FM
KPRC (TV)	Channel 2 (NBC)
KHOU (TV)	Channel 11 (CBS)
KTRK (TV)	Channel 13 (ABC)
KRIV (TV)	Channel 26 (FOX)

MEDICINE AT SCHOOL

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

1. In accordance with the guidelines developed with the district's medical advisor; and
2. When the parent has previously provided written consent to emergency treatment on the district's form.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the

school nurse for information. [See policy FFAF (Legal)] For the protection of Santa Fe ISD students, the following policies concerning the administration of medications at school are listed below.

Prescription Medications

The following procedures are in effect for administering prescription medications at school.

- Santa Fe ISD policy states that students may take medicine at school ONLY if it cannot be given by the parent at home, and
- If it is necessary for the student to perform at school.
- ALL medications administered at school MUST be accompanied by a physician's order.
- Medication that is prescribed three times a day will not be given at school. You may give medications to your child in the morning before school, right after they get home from school, and then again right before bedtime.
- Nurses are not permitted to take verbal permission on the phone to give any medication to a student.

Over the Counter Medications

Due to recent warnings by the Food and Drug Administration (FDA) Santa Fe ISD will no longer administer over the counter medications to any student without specific written orders from their physician. This includes TYLENOL, ADVIL, and any COLD OR ALLERGY MEDICATIONS. The following procedures are in effect for any administration of over the counter medications not prescribed by a doctor:

- Parents/guardians may come to the school and give the over-the-counter medication when needed.
- The parent submits a medication form that has been signed by the student's physician.
- Medication is in its original container (no medications in baggies will be allowed at school).
- Medications must be delivered to the clinic by the student's parent or another adult.
- Medications may not be brought to school by the student on the school bus.
- Permission to administer the medication (by signing the Request for SFISD to Administer Medication form) may be submitted and signed by the student's parent/guardian ONLY. The medication must have a Dr.'s prescription.

Student Possession of Medication on Campus

No student is to be in possession of any medication at any time while on the school grounds with the exception of the following conditions:

- 1) The medication is an asthma or anaphylaxis medication for self-administration AND the proper permission form for student self-administration of prescription asthma or anaphylaxis medicine has been completed and has been given to the clinic personnel.
- 2) The medication is for the student's diabetes and for self-administration, AND the proper permission form for student self-administration of prescription medicine has been completed and given to the clinic personnel.

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions. Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written doctor's order.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities and with doctor's order.

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

- In accordance with the guidelines developed with the District's medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he/she has written authorization from his/her parent and a physician or other licensed health-care provider. The student must also demonstrate to his/her physician or health-care provider and to the school nurse, the ability to use the prescribed medication, including any device required to administer the medication. The student and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF] The "Request for SFISD Staff to Administer Medication" form may be obtained from the district website or campus clinic.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Santa Fe ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: See the Director of Instructional Support at (409) 925-9050.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: See the Director of Instructional Support at (409) 925-9050.
- All other concerns regarding discrimination: See the superintendent at (409) 925-9093.

[See policies FB (Local) and FFH (Local).]

NONTRADITIONAL ACADEMIC PROGRAMS

PLATO and OdysseyWare, on-line credit acceleration and credit recovery programs, are offered by the District. Please contact the High School counselors or the Dropout Recovery Program Coordinator for

more information about these programs. Additional non-traditional programs may be considered to meet individual student needs.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A student desiring to participate in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required in the first year of middle school competition and the first and third years of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form. The District may provide additional screening as District and community resources permit. Parents of students identified through any screening programs, as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies. [See policy FFAA (LOCAL)].

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives September 11, 2001. [See policy EC (Legal) for more information]

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. If a student in grades 3-8 is enrolled in a class or course intended for students above his or

her current grade level in which the student will be administered a state mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law. Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.] Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

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

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine (9) weeks. At the end of the first three weeks of a grading period (grades 6-12) OR during the fourth week of a nine-week grading period (grades PK-5), parents will be given a written progress report if their child's performance in any course OR in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (Local). The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school.

SAFETY

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

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

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

Preparedness Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Each campus has specific alarms and drills for fire, tornado, or other emergencies. Contact the campus principal or police officer for more information.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Campuses designate specific times and areas that are open before and after instructional hours. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Contact the Director of Child Nutrition at (409) 925-9070 to apply. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [See policy CO (Legal)]

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (Local). A list of these groups is available in the principal's office.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Telecommunication and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.] Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF (Legal) for more information]

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, and migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Director of Instructional Support at (409) 925-9050.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the

student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I, and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation. There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation. STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. Except in limited circumstances, a student in grade 12 during the 2013-2014 school year will be required to retake what is termed "exit level" TAKS in the subject areas of mathematics, English/language arts, social studies, and/or science, for which satisfactory performance is required for graduation, if the student did not pass any of these areas while in grade 11.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test, called the Texas Success Initiative (TSI) Assessment. The purpose of the TSI Assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll in college-level courses or whether the student needs to enroll in what is termed developmental education courses prior to enrollment in college level courses.

STERIODS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing.

More information on the UIL testing program may be found on the UIL Web site at

<http://www.uil texas.org/health/steroid-information>

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability the district strives to assist any student who is currently placed or newly placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district. A student who is placed in the custody of the state and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact the district's homeless liaison, who has been designated as the district's liaison for children in the conservatorship of the state, at (409) 925-9075 with any questions.

STUDENT SPEAKERS

The district provides students the opportunity to introduce some school. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (Local).

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintain information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER SCHOOL

Summer school may be offered each year during the month of June and July. The summer program is designed specifically for students in need of acceleration to reach grade level standards. Parents of students in grades K-12 will receive notice of the summer school program in the spring of each year. Regular attendance and dress code requirements apply during the summer program. There will be a charge for most students for attending summer school. (If necessary, a second summer session will be scheduled for the month of July for students in grades 9-12.) Summer school is only available to residents of SFISD. (Some exceptions in state law apply.) To be eligible to attend summer school, students must be enrolled by May 1 of each year and complete the final weeks of school in the district.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to

free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. Exceptions may be made if the student's parent/guardian personally requests that the student be allowed to ride home with their parent/guardian and presents a written request to the principal before the scheduled trip that the student be allowed to ride with the parent/guardian or an adult designated by the parent. Requests for this must be made to the principal at least 3 days prior to event. The parent or other designated adult shall be required to personally check out the student with the event sponsor at the event and notify him/her at that time the student will not be using school transportation after the event. [See policy FMG (Local)] The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

If you do not want your child to attend a field trip, other instructional arrangements will be made at school. Please notify the office and your child's teacher if your child will not be attending a field trip, but will be present at school. Any parent/guardian serving as a chaperone on field trips must fill out a criminal history check form in the campus office at least seven (7) days prior to scheduled field trips.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and stops will be designated annually and, any subsequent changes will be posted at <http://www.sfisd.org>. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Director of Transportation at (409) 925-2775. See the Student Code of Conduct for provisions regarding transportation to the DAEP. Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

On Santa Fe High School's Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the student's last day, all fines, fees, textbooks, library books and equipment must be clear prior to completion of the withdrawal process. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

GLOSSARY FOR STUDENT/PARENT HANDBOOK

- **Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.
- **ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.
- **ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.
- **Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.
- **DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.
- **EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Biology, United States History.
- **FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.
- **IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district-wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.
- **ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.
- **NCLB Act** is the federal No Child Left Behind Act of 2001.
- **PGP** stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.
- **SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

- **SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.
- **Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.
- **STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.
- **STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.
- **STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.
- **STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.
- **State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the exit-level TAKS or STAAR EOC assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.
- **Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.
- **TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test that is being transitioned to the STAAR program. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment, for which satisfactory performance is required for graduation.
- **TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.
- **TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.
- **UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

TRANSPORTATION HANDBOOK/BUS RIDER'S SAFETY MANUAL

Parents and Bus Riders

The goal of this Safety Manual is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such. Student information cards are to be completed and turned in to the driver.

General Safety Rules

1. Obey the instructions of the bus driver. At no time will a student act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned buses.
4. Do not ask to ride home on another bus with a friend. It is the responsibility of the parent to provide transportation to school if a child misses the bus.
5. Authorization to ride to another address or another student's address must be in writing and approved by a campus administrator or the transportation center.

Procedures for Waiting for the Bus

1. Be at your bus stop ten (10) minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand on the sidewalk or away from the roadway while waiting for the bus. Be watchful and refrain from horseplay.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand still and clear of the bus. Move towards the bus only after the doors open and the driver signals for you to advance.
5. If you miss the bus, go home immediately. It is the parent's or legal guardian's responsibility to provide transportation to school, should a student miss their bus.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Students will abide by the rules and regulations concerning bus conduct and dress code.

Loading the Bus

1. Do not push or shove.
2. Wait until the door opens or driver signals before approaching the bus.
3. Use the handrail and steps.
4. Go to your assigned seat quickly. The bus will not move until all students are seated.
5. The driver will assign students to seats.

Conduct on the Bus

1. Remain seated while the bus is in motion.
2. Do not change seats.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Each student is expected to remain seated for the duration of the trip.
5. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting and the use of obscene, vulgar or profane language or gestures are forbidden.

7. Do not throw objects inside or outside of the bus.
8. Do not litter, mark, cut or scratch any part of the bus.
9. Only during supervised drills or emergency situations should a student use the emergency door and exit controls.
10. Students shall face forward for the duration of the trip and shall keep their feet in front of them and out of the bus aisle.
11. Students must be absolutely quiet while stopped at a railroad crossing.

Getting Off the Bus

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time.
3. Wait for your turn to exit the bus. Pushing and crowding will only slow down exiting and may cause an accident.
4. Stay clear of the bus when the engine is on. Do not chase or hang on the bus at any time.
5. If an article drops or rolls near or under the bus, do not attempt to retrieve it. After the driver acknowledges and signals to you, you should go to the bus door and ask the driver for assistance.

Dropping Off RJW Students

Parents or a designee must be at the bus stop to receive PK – 1st grade students. The person receiving the student must show ID if needed. If there is no one to receive these students, the child will be returned to the Transportation Department. The parents will then be responsible for picking up their student from the Transportation Department. Students returned more than three (3) times a semester may have their riding privileges suspended until a conference between the parent and the Transportation Director is held and an agreement is made.

Designated Stop

Students will be picked up and dropped off at the designated address specified on the rider contract. Only one location for pick up and drop off will be allowed. Any deviation from the pick-up and drop off on the rider contract card must be requested in writing by a parent or legal guardian and approved by a campus administrator or the transportation department. The Transportation Director must approve any changes made during the school year and have two (2) days prior notification of the change. Designated stops will not be authorized or made at commercial businesses unless it is at the student's designated residence.

Crossing the Road

1. All students living on the left side of the roadway shall exit the bus and stand approximately 10 to 15 feet in front of the right bumper to await the driver's signal that it is safe to cross the roadway.
2. Students should look in both directions before walking directly across the road.
3. Never cross the road behind the bus.
4. CAUTION! Be alert for vehicles that do not stop when the bus is loading and unloading.
5. Obey all traffic signals and signs on your way to and from the bus stop.
6. In every case possible, we will prevent students from crossing a roadway. Please do not ask special permission to allow a student to do so for convenience sake.

Prohibited Items

1. Tobacco or any tobacco product
2. Matches or cigarette lighters

3. Live animals or insects
4. Glass containers
5. Skate boards, trading cards or other items deemed to cause a distraction
6. Alcoholic beverages, harmful drugs or chemicals
7. Weapons and explosive devices
8. Any object (musical instrument, school project, etc.) too large to fit in the seat with the student on his or her lap. The object cannot deny possible seating for other students.
9. Food or drinks including chewing gum (eating and drinking is not permitted on the bus.)
10. Radios, tape players, headphones, CD players, video games, activated cell phones or any sound producing equipment.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If it is necessary to evacuate the bus, students will stay together in a group while re-locating to a safe area.
3. The following procedures will be used for evacuation in an emergency situation:
 - a) The student assistant will open the door and hold it open.
 - b) Students will leave the bus in a single line as quickly and quietly as possible.
 - c) Evacuations will begin with the students in the seat nearest the front door unless otherwise instructed.
 - d) Students will follow the driver's instructions completely.

Extracurricular Trips

1. Bus riders' rules apply to all school sponsored events.
2. Discipline will be the responsibility of the building principal, the sponsor and the driver.
3. The bus must be clean prior to returning from the trip.

Discipline

The school bus is an extension of the classroom. All school board policies that apply to student conduct and other student related activities apply to the school bus. Discipline will be administered by the Transportation Director or his/her designee. The following procedures shall be followed when discipline concerns arise on the bus or on an extracurricular activity:

1. The driver will attempt to correct the behavior of the student(s).
2. If the student(s) do not comply with the driver's request, the incident will be reported to the Transportation Director or his/her designee via a School Bus Safety Report.
3. The Transportation Director or his/her designee will investigate the incident and notify the driver and parent or legal guardian of the action taken.
4. The student will be given two copies of the School Bus Safety Report to take home for a parent or guardian signature. The signed slip must be returned to the driver. Until the signed form is returned, the student will not be allowed to ride the bus. It is the student's responsibility to inform a parent or guardian about the Safety Report.
5. A conference involving the Transportation Director or his/her designee, the Assistant Principal, Bus Driver, and Parent(s) or Guardian(s) may be necessary.
6. The Transportation Director or his/her designee has the authority to suspend a student's bus riding privileges. If suspension occurs, the parent or guardian and principal will be notified prior to the suspension so the parent or guardian can make alternative transportation arrangements for the student.
7. In cases of serious misconduct that may endanger the safety of the driver and other passengers on the bus, the student(s) will be removed immediately by any school official or law enforcement

agent. As quickly as possible, the principal and parent or guardian will be notified of the situation. The student's bus privileges may be revoked pending investigation of the incident.

8. Conduct and safety violations will be handled at the Transportation Director or his designee's discretion. This may range from probationary status to days of suspension from the bus, depending on the number or severity of the violation.

Video Cameras

Video cameras with audio recording capabilities may be used on each bus during routes or on trips.

Appeal Procedures (Suspensions)

The Director of Transportation or his/her designee shall report each bus suspension to the parent(s). In the event a parent believes the punishment is unjust, the parent should use the following procedure:

- a. Discuss the incident with the Transportation Director for a full account of the circumstances.
- b. If the parent, after discussion with the Transportation Director, is not satisfied with the results, then the parent can present their concerns to the Superintendent's designee to resolve the matter.

SFISD STUDENT DRESS CODE & PERSONAL GROOMING REQUIREMENTS

All Grades

The standards for dress and grooming have been established to teach good grooming and hygiene, instill discipline and modesty, demonstrate respect for authority, prevent disruption, avoid safety hazards, and provide a positive learning atmosphere. Dress and grooming standards promote responsibility and self-esteem, thus preparing students to be ready for the adult world in higher education and the work place. Students will not be allowed to leave school to change clothes, unless approved by the principal. Approval to leave campus for changing clothes will be given ONLY in cases of extreme necessity or emergency. Parents will be asked to bring clothing to school for a student, if necessary.

Expectations for Student Dress:

- Any accessory or clothing item deemed unsuitable for school by the administration will be prohibited.
- Clothing items and accessories should not depict or promote the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Clothing should be washed and clean.
- Clothing with tears and holes will not be acceptable if skin is revealed.
- Clothing should not be sheer or "see through."
- Clothing must be of an appropriate size for the student (shirts and pants not tight or excessively large, baggy, or long).
- All clothing fasteners must be utilized appropriately.
- Appropriate undergarments should be worn and not visible.
- Short blouses or shirts are not acceptable at school. The mid-section, or stomach area, must be covered. If the mid-section is exposed when hands are raised over the head, the blouse or shirt is too short. Tank tops, cut-off shirts, or shirts/blouses that expose the upper torso are unacceptable.
- Any clothing that brings undue attention is considered disruptive and unacceptable (including tops that reveal too much cleavage).
- Clothing items and accessories should not contain "racially divisive" materials, flags or insignia. (GRADES 9-12)

Grooming:

- Students should come to school bathed and free of body odor.
- Hair should be neat and clean, and should not be an extreme color (such as pink, blue, orange, green, etc.).
- Extreme hairstyles will not be allowed (carvings, spikes, designs, Mohawks, etc.)
- Eyebrows cannot be extremely colored, carved, notched, etc.
- Unnatural looking contact lenses are prohibited.
- Artificial nails will not be permitted (due to health and safety concerns). (GRADES PK-2)
- Boys shall be clean shaven. Sideburns shall be trimmed no lower than the bottom of the ear and shall not be extreme in shape. (GRADES 6-8)

Make-up/Body Art:

- Boys will not wear make-up in any grade.

- Extreme make-up will not be allowed in any grade (such as black, white, or fluorescent - lipstick, eye shadow, fingernail polish, etc.)
- Face-painting, washable or permanent visible tattoos, body art or personal body drawings are not appropriate except for special activities designated by the principal.
- Make-up is not allowed in (GRADES PK-5).

Accessories:

- Chains other than jewelry will not be allowed.
- Spiked jewelry of any kind is not allowed.
- “Dog collars” and leather accessories are not allowed.
- Sunglasses, hats, caps, bandannas, scarves, hoods, or other headwear are not allowed in school or on buses.
- Earrings may not be covered and spacers of any kind will not be allowed for any piercings.
- No visible body piercing, other than a student’s ears, will be allowed. Gauged earrings and “plugs” will not be allowed.
- Gang-related clothing or articles are not allowed, including bandannas, towels, beads, etc.
- Boys are not allowed to wear earrings of any kind in (GRADES PK-5).

Dress Standards

All clothing items will be addressed below to describe specific requirements.

Shoes:

- Shoes must be worn at all times at school.
- Laces on shoes must be tied appropriately.
- “House slippers” or “house shoes” are not allowed.
- Shoes with rollers (“heelies”) are not permitted unless the rollers have been removed.
- All shoes must have a back or back-strap for safety purposes and must be secured to the foot. (GRADES PK-8)
- Students may wear flip-flops to school. Certain classes or teachers may require students to wear “closed toe” shoes as part of the activities that may occur in the course. This will be announced in advance where possible by the teacher. It is the student’s responsibility to comply with this requirement. (GRADES 9-12)

Shirts/Blouses/Sweaters/Sweatshirts – May be any color or style, EXCEPT the following:

- Backless or halter tops.
- Bare midriffs, low-cut or exposing cleavage.
- Gang-affiliated.
- Pajamas.
- See-through or sheer.
- Sleeveless (shirts/tank tops with open underarms).
- “Spaghetti” straps, thin straps, or strapless.
- Tube tops.
- Advertise sex, alcohol, drugs, tobacco or any product related to sex, alcohol, drugs, or tobacco.
- Inappropriate advertising, pictures, slogans, or statements, including gang memberships or affiliations.

Pants and Jeans:

- Pants (jeans or slacks) must fit and be worn at the waist (no sagging). No baggy, oversized, or wide-legged pants are allowed.
- “See through” pants/jeans/slacks with “distressed” areas above the knee revealing skin are not allowed.
- Pajama pants are not allowed in school.
- Overalls are allowed if worn appropriately over an approved dress code shirt/blouse.
- Capri pants (pants reaching the mid-calf or below) are acceptable.
- Spandex, lycra, or other tight, "body fitting" pants are not allowed in school.
- No “athletic” pants are allowed. (GRADES 6-8)

Shorts:

- Shorts may be any color and must be hemmed.
- Shorts must fit and be worn at the waist (no sagging). No baggy or oversized shorts are allowed.
- Spandex, lycra, or other tight, "body fitting" shorts are not allowed at school.
- Shorts must be “walking shorts” style and no shorter than 2” above the knee.
- Shorts that have a flap designed to simulate a skirt (“skort”) are allowed if they are no shorter than 2” above the knee.
- Jersey/basketball shorts, athletic or surf/board shorts are not allowed. (GRADES 6-8)

Skirts/Jumpers:

- Any color skirt /jumper are allowed. Denim is permissible.
- The hemline of skirts and jumpers must be no shorter than 2” above the knee.
- Tight, form-fitting skirts and jumpers are not allowed at school (no lycra or spandex).
- Slits in skirts/jumpers may not be any shorter than 2” above the knee.

Dresses:

- Any color dress is allowed, including denim.
- Dresses must have sleeves.
- The hemline of dresses must be no shorter than 2” above the knee.
- Tight, form-fitting dresses are not allowed at school (no lycra or spandex).
- Slits in dresses may not be worn above the knee.
- Plunging necklines, exposed cleavage, and bare backs are not appropriate for school.

Outerwear:

- Outerwear is defined as clothing designed to protect from the elements, such as coats and jackets.
- Coats and jackets should be of an appropriate size and may be worn over dress code attire in inclement weather to and from school.
- Trench coats are not acceptable as a form of outerwear and will not be accepted at school.
- Any item of outerwear deemed unsuitable for school by the administration will be prohibited, including, but not limited to, those that depict or promote the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Shirts and t-shirts are not considered outerwear and, if out of dress code, cannot be worn over shirts in dress code. Any clothing worn under outerwear must comply with dress requirements.

The district prohibits any other clothing or grooming that, in the principal’s or designee’s judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

ROY J. WOLLAM ELEMENTARY



STUDENT HANDBOOK 2013-2014

IMPORTANT NAMES AND NUMBERS

School Phone Number	(409) 925-2700
School Address	3400 Avenue S Santa Fe, TX 77510
Mailing Address	P. O. Box 370 Santa Fe, TX 77510
Website	http://www.sfisd.org/wollam
Principal	Donna Carlson
Assistant Principals	Nick Boyd
Counselors	Tracy McCarley Nelly Ayala
Secretary	Vanessa Wainwright
Attendance Specialist	Mona Garcia
Receptionist/Registrar	Michelle Paukert
Nurse	Amy McLemore, LVN
Nurse Aide	Diana Moctezuma
Cafeteria Manager	Martha Delfin

WELCOME TO ROY J. WOLLAM ELEMENTARY

Dear Parents:

Welcome to Roy J. Wollam Elementary! We are happy to have your child as a part of our school and look forward to ensuring his/her educational experience is a positive one. I would like to take this opportunity to encourage you to be involved and stay abreast of your child's progress throughout the year. Knowing and working closely with school personnel will motivate your child to excel; ensuring them that both school and home are diligently involved and concerned about their educational success.

We are very appreciative of the quality of parental involvement we experience here at RJW. Your children are extremely important to each and every one of us. Faculty and staff here at RJW will strive to ensure that each child will receive a well-rounded, equitable and challenging educational experience. Please feel free to call on us and let us know if we can assist you or your child in any way.

Sincerely yours,

Donna Carlson

Donna Carlson,
Principal

LITTLE CHIEF CHANT

WE ARE THE CHIEFS OF SANTA FE
WE'RE VERY PROUD AND GLAD TO SAY
WE STAND FOR TRUTH AND PRIDE AND HONOR
WE LOVE OUR SCHOOL AND YOU WILL TOO
WITH PRIDE WE SAY
WE ARE THE CHIEFS OF SANTA FE

SCHOOL MOTTO

"Where Children Come First"

CAMPUS MISSION STATEMENT

Roy J. Wollam Elementary is committed to building the necessary foundation and skills required in our students to perform in an exemplary manner in their academic careers. Roy J. Wollam's faculty and staff are committed to providing a rich and challenging learning environment that addresses the whole child and their unique individual needs. Our educational community comprised of parents, students and staff members work diligently to foster positive self-esteem, mutual respect, and independence. It is Roy J. Wollam's mission to provide a safe school environment where students are provided the springboard required for them to achieve their personal best and become well-rounded productive individuals.

CAMPUS GOALS

CAMPUS GOAL #1

Roy J. Wollam Elementary students will demonstrate increased academic performance in all areas with specific focus given to the core content areas and technology.

Objective 1: Increase academic performance for all students, including all student populations, especially At-Risk, Title 1 (Targeted Assistance), Limited English Proficiency, Gifted, and students with special learning needs, through the provision of a continuum of services, accelerated learning experiences, differentiated instruction, and instruction at higher cognitive levels.

Objective 2: Utilize an instructional plan and a variety of instructional strategies to promote student mastery in Reading.

Objective 3: Utilize an instructional plan and a variety of instructional strategies to promote student mastery in Written Expression.

Objective 4: Utilize an instructional plan and a variety of instructional strategies to promote student mastery in Math.

Objective 5: Utilize an instructional plan and a variety of instructional strategies to promote student mastery in Integrated Science/Social Studies.

Objective 6: Provide students access and experiences with technology that will enhance their performance capabilities.

CAMPUS GOAL #2

Roy J. Wollam Elementary will provide a safe and positive learning environment where students and staff members exhibit behaviors that positively impact academic and social performance.

Objective 1: Utilize prevention and intervention strategies to improve the attendance of all student populations.

Objective 2: Utilize an instructional plan and a variety of experiences to promote character education (TRIBES).

Objective 3: Utilize preventative and intervention plans heightening in-class participation, on task behavior, and student success resulting in a reduction of first grade retention rates.

Objective 4: Establish a supportive environment that fosters student and staff well being and security.

Objective 5: Establish crisis prevention and intervention procedures.

Objective 6: Recognize and reinforce student achievement and character building.

Objective 7: Establish a supportive, professional working environment that fosters positive faculty morale, facilitates positive relationships, and ensures individual well being.

Objective 8: Develop Parental Involvement program to facilitate and support their participation in student learning and the campus decision making process.

CAMPUS GOAL #3

Roy J. Wollam Elementary will support district, state, and national objectives by ensuring that all faculty and staff members are highly qualified.

Objective 1: Provide staff development that correlates with needs expressed by faculty and promotes best teaching practices.

Objective 2: Provide staff development that correlates with the unique needs of each special population (Gifted, Special Education, English as a Second Language, Title I, 504, and At Risk).

Objective 3: Provide staff development that correlates with needs expressed by faculty and promotes positive growth towards the state technology expectations.

SCHOOL DAY

1. Pre-Kindergarten 8:30-11:30 (am), 12:45-3:45 (pm) *times are tentative**
2. Kindergarten, First grade and Second grade classes at RJW will start at 8:35 a.m. and end at 3:45 p.m. Students will be marked tardy at 8:45.
3. Morning Early Childhood classes will start at 7:30 a.m. and end at 11:30 a.m. Afternoon Early Childhood classes will start at 12:00 a.m. and end at 4:00 p.m.
4. All doors entering the building will be locked at 8:00 a.m., with exception to the front doors by the office. The doors by the Kindergarten entrance will remain locked. All incoming traffic must enter through exterior doors by the front office.
5. Tutorials: Can be scheduled on an individual basis with your child's teacher. Individual support based on the student's needs is a part of our daily routine.

SCHOOL FACILITIES

SOAR

SOAR students may be dropped off at 6:30 at the E Hall double doors on the right. After, 7:40 am please enter through double doors by the front office.

Day Care

The district does provide at a minimal cost a before and after school day care program called Creative Explorers. Students may be dropped off at 6:30 a.m. on our campus. The after school day care supervises students until 6:00 p.m. and will be held at RJW. More information can be obtained from the district administration office or by contacting the Creative Explorer Director, Kali Williams at (409) 457-9145.

Morning Arrival

1. PPCD students may arrive at 7:30 a.m. All other students should not arrive to the RJW campus prior to 8:00 a.m. Personnel will be on duty at 8:00 a.m. Students should arrive and be in class by 8:35 a.m. when instruction begins.
2. Parents who drop their children off by car should do so at the front of the building. (S street entrance/drive through). Please drive to the end of the unloading area so several cars may unload at a time. The student will be directed to the cafeteria for breakfast or to their classroom hallway beginning at 8:00 am.
3. Parents who choose to walk up to the school with their child may do so by parking in the rear parking lot and escorting their child to the double doors located at the rear of the building. (By the cafeteria). Due to security concerns it is not acceptable to drive up to the rear of the building and release your child.
4. Please avoid delivering your child to school too early. Those children who arrive 30 to 40 minutes before classes begin have a long day and a tendency to tire easily. Please consider all other options before bringing your child to school more than 30 minutes prior to class time (i.e. day care, car pool, or ride the bus). To make a safe environment for students, a teacher assistant will be on duty at 8:00 a.m. Please do not leave your child alone inside or outside of the building.
5. Students are considered absent for the day if they arrive after 9:30 a.m. unless it is an excused tardy. See District Handbook for additional information.

6. Students will be supervised on campus from 8:00 a.m. to 4:00 p.m. The school will not be responsible for unsupervised students outside of this time frame.

CAR/BUS

Dismissal

1. All car riders will be brought to the front hallway area by the office for car rider pickup. Please do not park on the street near the bus loading area. Car riders are to be picked up only from the front of the school. Display the strip provided with your children's name on your front windshield so they will be ready to be picked up.
2. Cars should enter the car loading and unloading area from Avenue S and form a single line for safety purposes due to students darting in front of cars double-parked. Parents are encouraged to remain in their cars to expedite pickup and assure the safety of the students.
3. Students with court documents on file for specific pickup authorization (red line students) will be in B Hall. Please line up next to the large gate by the pre-K playground. The gate will be unlocked at dismissal and you may pick up your child at the building doors under the first covered area to the left. Please provide photo identification for the pickup of your child. This is to ensure the safety of the student at the parent's request.
4. Parents should not go to the classroom to pick up their children. Classes are in session until 3:45 p.m., it is important for all students to remain in class until that time. If you have an emergency or a doctor's appointment, the office will assist you with any early release for your child. All parents will be required to complete an early release form each time. Students may have to make this time up.
5. For the safety of our students, a note is required if your child is to go home in a different manner than his/her usual method of after school travel. If your child is to ride a bus, your note must state the address, phone number, and the name of the person for the bus driver. Due to safety concerns for our students, telephone calls from parents/guardians will NO LONGER be accepted for the purposes of releasing students from school during the day or to change transportation arrangements after school is dismissed. For early dismissal or to change transportation arrangements, students must now bring a signed parent/guardian note to school and submit it to the office at the beginning of the day. Early release requests or requests for transportation changes will only be accepted up to thirty minutes prior to campus' dismissal time. After this time, no notes or requests will be granted.
6. Each bus rider must have a rider contract on file with the transportation department. (The contract is a green card available from the bus driver or the transportation department.) Students will be picked up and dropped off at the designated address specified on the rider contract. Any changes made during the school year must be approved by the transportation department at least two (2) days prior to the change. In order for a bus rider to ride a different bus or be delivered to an address other than the one specified. This card must be on file before requesting delivery to another address. Notes to the teacher requesting delivery to a different address will not be honored without having the gold transfer card on file. We request your cooperation with this policy so your children can arrive at the proper destination safely. If you need a green rider contract, a gold transfer card, or have any questions, please call the transportation department at (409) 925-2775
7. If your child is not aware that he/she is a car rider and you must pick up your child at dismissal time, please report to the office. Please do not report to the bus loading area.

PARK AND PICKUP

Option 1

Traffic walk ups will approach the rear of RJW from Alles House/Shouse onto Walker and enter rear parking lot. Parents will pick the child up at the rear double doors of the RJW building by the cafeteria.

DRIVE THROUGH AND PICKUP

Traffic flow will approach the RJW entrance from the north, heading southbound. Parents desiring to drive through and pickup their children may follow one of the alternate routes southbound from 4 1/2 Street.

1. FM 646 to 4 1/2 Street, left on Avenue S
2. FM 1764 to Avenue Q, left on 4 1/2, left on Avenue S.
3. FM 1764 to Alles-House, right on Shouse, right on 4 1/2, right on Avenue S.
4. FM 646 to 4 1/2th Street, left on Avenue Q, right on 4 1/2 Street, left on Avenue S.

NOTE: Traffic leaving RJW will be flowing southbound on Avenue S. No one will be able to make a left hand turn onto Avenue S once they leave RJW.

Please be advised that tickets may be issued for the following violations:

- Traveling north and parked on Avenue S
- Passing cars on the left of traffic
- Turning left onto Avenue S when leaving the loading area.

If you have further questions, please feel free to call the RJW office at (409) 925-2770.

CALENDAR OF IMPORTANT EVENTS

Monthly “Dates to Remember” will be sent home in a parent newsletter at the beginning of each month. Individual teachers will also send home important dates with your child as the events near. This information will also be posted on our campus and individual classroom website. A weekly “Peek of the Week” will be sent home in the student binder.

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV) POLICY

Due to the state’s Foods of Minimal Nutritional Value (FMNV) policy, schools may have three (3) exemption days per year where foods of minimal nutritional value are allowed. These days will be designated as party days. Winter holidays and end of the year parties will be held for each grade level. Designated days are December 20th, April 17th & June 5th. Snacks of any kind may not be given out during lunch. All snacks must meet the FMNV policy and be served before or after lunch (with teacher permission) as the snack of the day in the classroom.

SCHOOL TIMES

School begins at 8:35 a.m., and ends at 3:45 p.m. Car riders are released at 3:35 p.m. Students will be supervised from 8:00 a.m., until 4:00 p.m. Parents will be required to come into the building with appropriate identification, to pick up their child after 4:00 p.m.

LATE ARRIVAL TO SCHOOL

A student who is consistently tardy to school (after 8:45 a.m.) will be subject to educational restitution time. Repeated instances of tardiness will result in more severe disciplinary action. Excused tardies are those covered by a note from a doctor's office indicating that the child had an appointment with the doctor. Serious extenuating circumstances will be evaluated on an individual basis.

RELEASE OF STUDENTS FROM SCHOOL

Due to safety concerns for our students, telephone calls from parents/guardians will not be accepted for the purposes of releasing students from school during the day or to change transportation arrangements after school is dismissed. For early dismissal or to change transportation arrangements, students must bring a signed parent/guardian note to school and submit it to the office at the beginning of the day.

Visitors to Campus

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time (8:35 a.m.-3:45 p.m.), **all visitors must first report to the campus office.** Parents will not be allowed to escort their child to class after the first two weeks of school. After the first two weeks of school the office staff will insure that each student transitions to their appropriate classroom. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not allowed to leave the campus for lunch, but parents are welcome to eat with their child in the cafeteria. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors will be required to show and have their driver's license scanned for security reasons. (VSOF) There will be visitor parking available in the first row of parking spots facing the front of the building. These spots will be available for parents who have ARD meetings, parent conferences, have a child in the SOAR program, a sick child or any other school business throughout the school day.

PARENT VOLUNTEERS

Parents are encouraged to serve as volunteers at Roy J. Wollam Elementary. All persons who have contact with students will need to fill out a criminal history check annually prior to working in the school. This applies to parents who serve as chaperones on field trips. Criminal history check forms can be filled out in the office and must be done as least seven (7) days prior to a scheduled field trip. Parent volunteers hours are from 9:00 am to 3:00 pm.

School Deliveries

Please be advised that any floral and or balloon bouquets for students will not be accepted for delivery to the school.

STUDENT ATTENDANCE

Attendance is taken on a daily basis at 9:30 a.m. Students not present on campus at this time are marked absent for the entire day. If a student arrives at school after 9:30 a.m., with a note from a doctor's office, they will be marked as present for the day. Students may be sent home if they have a temperature of 100

degrees or higher, nausea, vomiting, diarrhea, head lice, a communicable disease or an accident. Students must be fever free for 24 hours before returning to school. A child misses instruction and also disrupts the class time of others when they arrive tardy or leave before dismissal. Being on time to school and staying every day for the entire day builds skills in students that will help them in life, in their future jobs, and future relationships.

EXCUSE ABSENCE NOTES

When a student is absent, he/she will be required to bring a note on the day he/she returns to school, (even if the parent has called and notified the school.) The note should contain the current date, student's full name, reason for the absence, and the date of the absence. The parent or guardian must sign the note. The note must be received within three (3) days following the absence in order to be considered as an excused absence. A student that has been absent for four (4) or more days may be required to have a note from an attending physician. Students who return to school following a dental or doctor's visit, must return with a note signed by the doctor's office in order to be counted present at school for that day.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

STUDENT PLACEMENT DECISIONS

Factors considered for student placement and classroom "balance" includes:

- Pullout programs (elementary students)
- Heterogeneous grouping, including "cluster" groups
- Remediation/acceleration needs
- Behavioral/emotional needs
- Previous year successes and/or failures, including state and district assessments: and other special learning considerations
- Gender

We are proud of all our teachers and students in SFISD. There is a misconception that the Texas Education Code allows parents to request classes, but the code only allows parents to request class changes (Policy FDB Legal), only if the change would not force another student to be reassigned. Legitimate requests for class or teacher assignments based upon your child's special learning needs will be considered. If your child has a special learning need of which the campus is unaware, please contact the principal to schedule a meeting to discuss these special needs. No written requests will be accepted. We are certain your child will experience a productive year even though he/she may not be assigned to the teacher(s) of your preference.

- P.T.O. (Parent Teacher Organization)
- P.T.O. is available to parents, teachers, and administrators who seek to enhance the educational process. P.T.O. works on projects that provide funds and support to enhance the education of our students.

Parents are encouraged to participate in the education of their children.

Progress Reporting

Grade reports shall be issued every 9 weeks for kindergarten through grade 12 on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in Board Policy EIE (Local). In grades K-5, progress reports will be issued to all students approximately every 4.5 weeks (between report card issuances). More frequent progress reports may be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law.

Conferences

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (409) 925-2770 for an appointment. A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

Honor Roll

Students shall be awarded honor roll when they achieve a combination of all A's and no more than two B's during a nine week period. In addition, all other grades must be either E or S.

Awards and Honors

Nine Week (Report Card) Awards

- Principal's Honor Roll-Student receives this recognition for having all A's during a 9 week period.
- Honor Roll-Student receives this recognition for having a combination of all A's and no more than two B's during a 9-week period.
- Perfect Attendance-Student receives this recognition for having no absences for the nine-week period.
- Certificate of Attendance- Student receives this recognition for having no more than 3 absences for the 9-week period.

****Satisfactory (S=80 or above) conduct grade and homework (responsibility) grades are required for all honor roll recipients.**

End of Year Awards

- Principal's Honor Roll-Student receives certificate for having all A's for 3 out of 4 nine week periods.
- A-B Honor Roll-Student receives certificate for having received Honor Roll certificates for 3 out of 4 nine-week periods.
- Perfect Attendance-Student receives a medal and certificate for having NO absences, for the entire year.
- Certificate of Attendance-Student receives a certificate if he/she has no more than 3 absences, for the entire year.

****Satisfactory (S=80 or above) conduct grade and homework (responsibility) grades are required for all honor roll recipients.**

ELECTRONIC DEVICES

The only electronic devices approved for student use on the campus are personal cell phones, and their approved use is before/after school hours only. Other electronic devices should not be brought on campus and will be removed from student possession if discovered. If electronic devices are collected from students during school hours, they will only be released to a parent/guardian in the campus office. The security of ALL electronic devices, including cell phones, is solely the responsibility of the student.

Campus staff will not be responsible for the recovery or investigations of lost or stolen electronic devices (cell phones, IPODS, PDA's, etc.).

CRISIS MANAGEMENT PROCEDURES

Crisis Management Procedures are provided to each classroom in a flip chart and are reviewed yearly with the staff. Crisis Team member lists and duties are updated each year. Teacher/staff members secure the classroom roll, and the teacher/staff members must always take it with them during an evacuation drill/actual emergency.

Drills

Emergency drills for fire alarms, tornado, lockdown and shelter in place will be conducted several times a year.

Lockdown

The Principal or designee will determine whether a situation requires a Lockdown procedure. A Lockdown procedure will be used for, but not limited to:

- Campus threat by person(s)
- Natural disasters (i.e. tornados, severe weather)
- Man-made disasters (i.e. gas leak outside the building, power failure, bio-chemical hazard, bomb threat)

When Lockdown is initiated:

- Teacher/staff members will lock the door to the classroom if possible.

Everyone will remain in the classrooms until the all clear is given. **NO ONE IS ALLOWED TO LEAVE/ENTER THE BUILDING DURING THE LOCKDOWN.**

Campus Evacuation If a school and the area around it needs to be evacuated, the Superintendent will contact the Transportation Director to make arrangements to take the students to a safe location as determined by administration at the time of the emergency.

DRESS CODE

Each campus has grooming/dress standards specific to their campus and can be found in the SFISD Handbook. These items are addressed in the district-wide SFISD DRESS CODE AND PERSONAL GROOMING REQUIREMENTS and the standards that are specific to RJW are as follows:

- Artificial nails will not be permitted (due to health and safety concerns). (GRADES PK-2)
- Make-up is not allowed in (GRADES PK-5).
- Boys are not allowed to wear earrings of any kind in (GRADES PK-5).
- All shoes must have a back or back-strap for safety purposes and must be secured to the foot. (GRADES PK-8)
- We highly encourage the wearing of tennis shoes as they are needed for safety purposes for P.E. and recess.

KUBACAK ELEMENTARY



STUDENT HANDBOOK 2013-2014

KUBACAK ELEMENTARY

IMPORTANT NAMES AND NUMBERS

School Phone Number	409 925-9600
School Address	4131 Warpath
	Santa Fe, TX 77510
Mailing Address	P. O. Box 370
	Santa Fe, TX 77510
Website	www.sfsd.org

Principal	Susan Hall
Assistant Principals	Destini Martin
	Casey Adoor
Counselor	Teresa Fatheree
Secretary	Julie Arnold
Attendance Specialist	Melissa Green
Data Specialist/Registrar	Linda King
Receptionist	Diana Boyd
Nurse	Lynn Payton
Cafeteria Manager	Robbie Spencer

SCHOOL MOTTO

TODAY...

I will do more than I have to do,
I will treat others as I want to be treated,
And I will try to become a better person.

Riney Jordan

KUBACAK ELEMENTARY MISSION STATEMENT

As a TEAM, we will create and foster a caring, positive, environment that empowers ALL learners to achieve their full potential while becoming productive and responsible citizens.



T.R.I.B.E.

Trustworthy- *I am dependable, truthful, honest and believable. You can count on me!!*

I am TRUSTWORTHY!

Respectful- *I use my manners, am polite and treat everyone how I want to be treated.*

I am RESPECTFUL!!

Independent- *I think and do for myself. I am unique and a leader.*

I am INDEPENDENT!!

Being Our Best- *I give 100%, do my personal best every day, and I never give up.*

I am BEING MY BEST!!

Empathetic- *I understand other's feelings and differences. I am tolerant and a good listener.*

I am EMPATHETIC!

SCHOOL TIMES

School begins at 8:30 a.m., and ends at 3:30 p.m. Walk-up students are released at 3:25p.m.to the gym and car riders at 3:30 p.m.in front of the building. We ask walk-up parents/guardians to go into the gym to pick up their child. We ask the car rider parent/guardians to post their child's name in the car so we can move the lines along quickly.

Our building does not open until 7:45 so students will not be supervised if dropped off prior to that time.

The district does provide, at a minimal cost to parents, a before and after-school day care program. Before-school day care students may be dropped off at 6:30 a.m. on your child's campus. The after-school day care supervises students until 6:30 p.m. The afterschool program is located at RJW campus which we transport our students attending over on our school district bus. More information can be obtained from the district administration office or by contacting the District Day Care Coordinator at (409) 457-9145.

CALENDAR of EVENTS:

***Early Release/Parent Conferences** – October 30th & October 31st.

***Other Early Release Days:** October 30th, October 31st, November 1st, December 20th, March 7th, June 5th.

***Holidays:** September 2nd, October 14th, November 25th-29th, December 23rd - January 6th, January 20th, February 17th, March 10th-14th, April 18th & May 26th.

***Last Day of School:** June 5, 2014

COMMUNICATION

Each month a newsletter will go home with your child and is also posted on the website. These newsletters highlight activities, important dates and announcements for that month. You will receive call outs from the campus for reminders of school activities or information. You will also receive communication from your classroom teacher through their website, email, phone calls, take home folders and/or notes. It is important that you stay in contact with your child's teacher and campus. You can check your child's grades and attendance through Skyward Family Access.

CRISIS MANAGEMENT PLAN

Crisis Management Procedures are provided to each classroom in a flip chart and are reviewed yearly with the staff. Crisis Team member lists and duties are updated each year. Teacher/staff members secure the classroom roll, and the teacher/staff members must always take it with them during an evacuation drill/actual emergency.

***Drills** Emergency drills for fire alarms, tornado, lockdown and shelter in place will be conducted several times a year.

***Lockdown** The Principal or designee will determine whether a situation requires a Lockdown procedure. A Lockdown procedure will be used for, but not limited to:

1. Campus threat by person(s)
2. Natural disasters (i.e. tornados, severe weather)
1. Man-made disasters (i.e. gas leak outside the building, power failure, bio-chemical hazard, bomb threat)

When Lockdown is initiated:

1. Teacher/staff members will lock the door to the classroom if possible.
2. Everyone will remain in the classrooms until the all clear is given. **NO ONE IS ALLOWED TO LEAVE/ENTER THE BUILDING DURING THE LOCKDOWN.**

***Campus Evacuation** If a school and the area around it needs to be evacuated, the Superintendent will contact the Transportation Director to make arrangements to take the students to a safe location as determined by administration at the time of the emergency.

DRESS CODE

Please refer to the dress code policy in the district handbook.

ELECTRONIC DEVICES

The only electronic devices approved for student use on the campus are personal cell phones, and their approved use is before/after school hours only. **Other electronic devices should not be brought on campus and will be removed from student possession if discovered.** If electronic devices are collected from students during school hours, they will only be released to a parent/guardian in the campus office. The securities of ALL electronic devices, including cell phones, are solely the responsibility of the student. Campus staff will not be responsible for the recovery or investigations of lost or stolen electronic devices (cell phones, IPODS, PDA's, etc.).

EXCUSE NOTES

When a student is absent, he/she will be required to bring a note on the day he/she returns to school, (even if the parent has called and notified the school.) The note should contain the current date, student's **full** name, reason for the absence, and the date of the absence. The parent or guardian must sign the note. The note must be received within three (3) days following the absence in order to be considered as an excused absence.

A student that has been absent for four (4) or more days may be required to have a note from an attending physician.

Students who return to school following a dental or doctor's visit, must return with a note signed by the doctor's office in order to be counted present at school for that day.

FOODS OF MINIMAL NUTRITIONAL VALUE

Due to the state's Foods of Minimal Nutritional Value (FMNV) policy, schools may have three (3) exemption days per year where foods of minimal nutritional value are allowed. These days will be designated as party days. Winter holidays and end of the year parties will be held for both grade levels. The Kubacak Elementary Staff will select a third day if needed. Contact your child's campus for further information regarding these days. Snacks of any kind may not be given out during lunch. All snacks must meet the FMNV policy and be served before or after lunch (with teacher permission) as the snack of the day in the classroom. (See Food and Child Nutrition Services section at end of handbook.)

GRADING POLICY

See District Handbook for Procedures and Policies.

HONOR ROLL

Students shall be awarded honor roll when they achieve any combination A's and B's during a nine week period. In addition, all other grades must be either E or S.

Nine Week (Report Card) Awards

Principal's Honor Roll-Student receives this recognition for having all A's during a 9 week period.

Honor Roll-Student receives this recognition for having a combination of A's and B's during a 9-week period.

Perfect Attendance-Student receives this recognition for having no absences for the nine-week period.

****Satisfactory (S=80 or above) conduct grade and homework (responsibility) grades are required for all honor roll recipients.**

End of Year Awards

Principal's Honor Roll-Student receives certificate for having all A's for 3 out of 4 nine week periods.

A-B Honor Roll-Student receives certificate for having received Honor Roll certificates for 3 out of 4 nine-week periods.

Perfect Attendance-Student receives a medal and certificate for having NO absences, for the entire year.

Certificate of Attendance-Student receives a certificate if he/she has no more than 3 absences, for the entire year.

****Satisfactory (S=80 or above) conduct grade and homework (responsibility) grades are required for all honor roll recipients.**

LATE ARRIVAL TO SCHOOL

A student who is consistently tardy to school (after 8:35 a.m.) will receive disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action. Excused tardies are those covered by a note from a doctor's office indicating that the child had an appointment with the doctor. Serious extenuating circumstances will be evaluated on an individual basis.

LOCKERS/STORAGE BINS

Some students have a locker or storage bins assigned to them. It is the student's responsibility to keep it clean and the books and materials arranged in an orderly fashion at all times. All lockers and/or storage spaces are the sole property of the school district.

POPS PARTY

The POPS Parties are a grade level reward for students who exhibit good behavior and work ethic throughout a grading period. The parties are scheduled at the end of each grading period. There are a variety of activities (dance, games, movie & carnival) which take place.

A student must have an 80 or above in conduct and a "S" or "E" in work ethic to attend the POPS party for a 9 weeks period.

PTO-PARENT-TEACHER ORGANIZATION

P.T.O. is available to parents, teachers, and administrators who seek to enhance the educational process. P.T.O. works on projects that provide funds and support to enhance the education of our students. Parents are encouraged to participate in the education of their children.

RALLY TIME/TUTORIALS

Our class schedule includes a time period for interventions, support and assistance in academic areas to provide additional support to all students. This was implemented to provide additional assistance to students since it is difficult to have students meet before school. We will have students come in the morning for additional help as well or makeup work from being absent.

RELEASE OF STUDENTS FROM SCHOOL

Early Release: Parent/Guardian or authorized person will need to come into the office to sign the student out for early release.

Transportation Changes: Students must bring a signed parent/guardian note to school regarding changes and submit to homeroom teacher. The office will accept telephone calls for extenuating circumstances from parents/guardians to change transportation arrangements prior to 2:30 p.m. so sufficient time is allotted to get the information to the student.

SCHOOL FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school:

Gym (7:45 a.m.)

Cafeteria (7:45 a.m.)

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. The library is open to students from 8:00-8:30 a.m., most mornings; however, students will be released from the gym and are not allowed to go directly to the library.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. Students from other campuses are not allowed in Kubacak Elementary unless accompanied by an adult.

STAAR Testing:

Math (5th)-April 1, 2014

Reading (5th)-April 2, 2014

Writing-Day 1 (4th)-April 1, 2014

Writing-Day 2 (4th)-April 2, 2014

Math (3rd & 4th)-April 22, 2014

Reading (3rd & 4th)-April 23, 2014

Science (5th)-April 24, 2014

STUDENT ATTENDANCE

Attendance is taken on a daily basis at 9:30 a.m. Students not present on campus at this time are marked absent for the entire day. If a student arrives at school after 9:30 a.m., with a note from a doctor's office, they will be marked as present for the day.

It is important that your child get to school on time and stays through the end of the day so they receive a full day of instruction and provide them what they need to be successful.

Students may be sent home if they have a temperature of 100 degrees or higher, nausea, vomiting, diarrhea, head lice, a communicable disease or an accident. Students must be fever free for 24 hours before returning to school.

STUDENT PLACEMENT DECISIONS

Factors considered for student placement and classroom "balance" includes:

- Pullout programs
- Heterogeneous grouping, including "cluster" groups
- Remediation/acceleration needs
- Behavioral/emotional needs
- Previous year successes and/or failures, including state and district assessments: and other special learning considerations
- Gender

We are proud of all our teachers and students in SFISD. There is a misconception that the Texas Education Code allows parents to request classes, but the code only allows parents to request class changes (Policy FDB Legal), only if the change would not force another student to be reassigned. Legitimate requests for class or teacher assignments based upon your child's special learning needs will be considered. If your child has a special learning need of which the campus is unaware, please contact the principal to schedule a meeting to discuss these special needs. No written requests will be accepted. We are certain your child will experience a productive year even though he/she may not be assigned to the teacher(s) of your preference.

TELEPHONE USE

Students may use the telephone in the morning (8:45 a.m.) to call for dress code violations and/or forgotten lunches. Students are allowed to use the phone upon permission from their teacher and approval from an administrator or office personnel.

VISITORS TO CAMPUS

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time (8:30 a.m.-3:30 p.m.), **all visitors must first report to the campus office.** Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students are not allowed to leave the campus for lunch, but parents are welcome to eat with their child in the cafeteria. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors will be required to show and have their driver's license scanned for security reasons. (VSOF)

VOLUNTEER and SCHOOL SAFETY

Parents are encouraged to serve as volunteers at Kubacak Elementary. All persons who have contact with students will need to complete a criminal history check, prior to working in the school. This applies to parents who serve as chaperones on field trips. Criminal history check forms can be filled out in the office and must be done at least seven (7) days prior to schedule field trip.

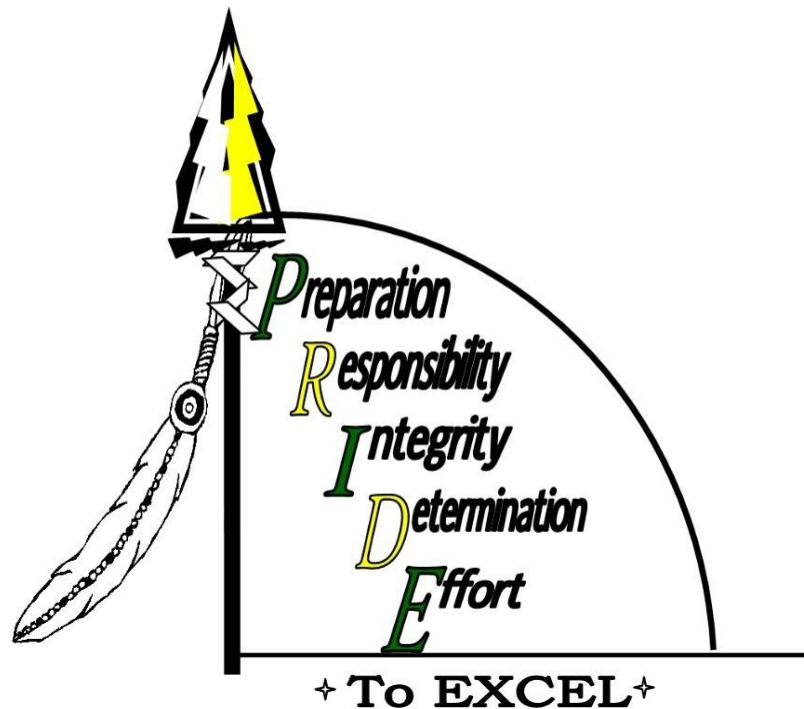
WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

Santa Fe Junior High School Student Handbook

2013-2014



TEL: 409-925-9300

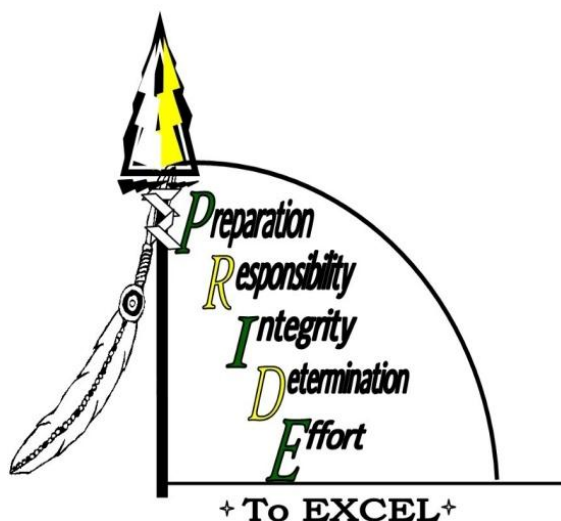
FAX: 409-925-2773

District Web Address: www.sfisd.org

Rachel Blundell, Principal
Kim Ross, Associate Principal
Sara Ryan, Assistant Principal
Alana Adame, Administrative Intern

Students Guidelines for Success

Santa Fe Junior High has adopted the following guidelines for student success. They will be used for teaching the district behavior expectations, as well as help students become productive members of Santa Fe Junior High. It takes Preparation, Responsibility, Integrity, Determination, and Effort to excel.



Preparation: Students will arrive to class on time and be prepared to learn. Students will take ownership in their learning to better prepare for their educational future.

Responsibility: Students will be responsible inside and outside of their school and while participating as a member of their campus. Responsible behaviors will reflect pride in the way a student exhibits positive leadership in all areas.

Integrity: Students within our school are proud and will honor themselves and others by demonstrating characteristics of honesty and nobility. Integrity can be exhibited through student actions when placed in a situation facing adversity.

Determination: Students are determined to rise to the challenges of daily obstacles by overcoming them with determination.

Effort: Students will exhibit every effort to be successful through the development of collaborative relationships in an invigorating learning community.

Administration

Ms. Rachel Blundell	Principal
Mrs. Kim Ross	Associate Principal
Ms. Sara Ryan	Assistant Principal
Mrs. Alana Adame	Administrative Intern
Mrs. Monica McCollum	Counselor
Mrs. Robin Holman	Counselor
Mrs. June Hardy	Principal's Secretary
Mrs. Kelly Logan	Assistant Principal's Secretary
Mrs. Amy Crippin	Receptionist
Mrs. Marsha Banda	Attendance Specialist and Registrar
Mrs. Lynda Janice	Book Keeper

ACADEMIC PROGRAMS

The school counselors will provide information to students and parents regarding academic programs to prepare for higher education and career choices.

Pre-AP Classes

Pre-AP classes are offered at the junior high for any child seeking more rigorous course work. These suggested criteria include the student's grades and standardized scores on achievement tests. The criteria are for student and parent decision-making purposes only. For more information concerning Pre-AP classes, please contact a campus counselor.

ATTENDANCE

Santa Fe Junior high strives for every student to attend school every day. If a student misses a certain number of days of school, his or her team of teachers, counselor, and assistant principal will intervene. Many interventions will occur before a student is filed on in court.

AWARDS AND HONORS

The junior high school provides opportunities for a variety of awards and honors. The campus provides an opportunity for students to be recognized for a variety of achievements. This includes the Principal Honor Roll, attendance awards, and individual teacher awards.

National Junior Honor Society

The criteria for induction are as follows:

- 90 overall average for the 1st three 9 weeks
- enrolled in at least 1 Pre AP class
- no ISS or OSS
- no more than 3 administrator assigned detentions

Clubs and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Misbehavior can be cause for removal from these clubs and organizations.

Deliveries

Delivered items such as balloons and flowers cannot be delivered to students during the school day.

Discipline

Please refer to the SFISD Student Code of Conduct.

Dress Code

Each campus has grooming/dress standards specific to their campus. These items are addressed in the district-wide SFISD DRESS CODE AND PERSONAL GROOMING REQUIREMENTS.

Please note: A student is required to contact a parent so that the student has the opportunity to correct a dress code violation. If a student is not able to fix the dress code problem, he or she may receive ISS.

Electronic Device Policy

- The only electronic devices approved for student use on the campus are personal cell phones, MP3 players or Ipods, and tablets. Their approved use is before/after school hours only unless the student has permission from the teacher. **Other electronic devices should not be brought on campus and will be removed from student possession if discovered.** If electronic devices are collected from students during school hours, they will be released after school hours. The security of ALL electronic devices, including cell phones, is solely the responsibility of the student. Campus staff will not be responsible for the recovery of or investigations into lost or stolen electronic devices (cell phones, IPODS, etc.).
- Failure to surrender an electronic device upon request is considered Insubordination and/or Failure to Follow Directions and is subject to disciplinary action up to and including Detention, SAC, ISS, Suspension and/or Citation.
- All electronic devices taken up by staff are subject to a \$10 fine.

Extracurricular Activity Expectations

Dances: Students must be in dress code for all dances. Students cannot leave dances early without a parent. Students cannot attend dances if they were suspended or placed in ISS on the day of the dance. Horseplay, running, or fighting will not be tolerated at dances. Students may receive school discipline or may be removed from future dances if school expectations are not met.

Games: Students must remain in the stands and may not run under the stands during games. Horseplay, running, or fighting will not be tolerated at games. Students may receive school discipline or may be removed from future games if school expectations are not met.

Foods of Minimal Nutritional Value Policy

Due to the state's Foods of Minimal Nutritional Value (FMNV) policy, schools may have three (3) exemption days per year where foods of minimal nutritional value are allowed. These days will be designated as food days. Contact your child's campus for further information regarding these days.

Grades

Please see the district academic grading policy EIA (LOCAL) for more information. The Junior High ensures that grading reflects a student's relative mastery of an assignment. Teachers take a minimum of two grades per week. The two grades could consist of daily work, homework, tests, or quizzes.

The following grading criterion reflects all classes at the Junior High except PE and high school credit courses. These courses will communicate their grading percentages in writing and on their website.

Homework 10%

Daily/Quizzes 40%

Tests 50%

ID BADGES

In an effort to keep all staff and students at SFJH safe and secure, both staff and students will be required to wear photo ID badges during the 2013-2014 school year. The RFID badges will be provided to students free of charge during the first few weeks of school. The wearing of the ID badge is subject to the following guidelines/procedures:

1. When inside the school, the ID badge **MUST** be worn on a lanyard hanging from the student's neck in **PLAIN SIGHT** at **ALL** times, **NO EXCEPTIONS**.
2. Student ID badges are not to be defaced or have any items placed on the front or back (i.e. stickers or pins).
3. Students **MUST** be wearing their ID badge **BEFORE** they can enter **ANY** classroom. This will be monitored by the classroom teacher as part of their regular pre-class routine.
4. Students who come to school without an ID badge must get a temporary ID badge from the designated temporary ID badge station.
5. Temporary ID badges will be assessed a \$1.00 fee, however, if the badge is not returned, a \$15.00 fine will be assessed until the badge is returned. The temporary badges should be obtained **BEFORE** the first class period of the day starts at 7:35 am.
6. If a student loses their ID badge, a replacement will be given to them at a cost of \$15.00.

7. Repeated failure to appropriately, and visibly, wear a student ID badge is considered **Insubordination** and/or **Failure to Follow Directions** and is subject to disciplinary action including detention, SAC, ISS and/or Suspension.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times:

Before school: 7:15-7:35 a.m.

During the school day with a teacher pass

After school: 2:45-3:30 p.m.

LOCKERS

Lockers are not required or necessary at the Junior High. Students use textbooks located in the classrooms and Santa Fe Junior High utilizes an organizational system to prevent students from having to carry large amounts of items around. However, for those students that have a special need for a locker, they are available for check out from the assistant principal's secretary. All property to be housed in the locker is to be the sole property of the assigned student. Items of high value or importance are not recommended to be placed in any school locker.

MORNING PROCEDURES AND AFTERNOON PROCEDURES

Morning Procedures

Students may not be in the school building after regular school hours (3:00 p.m.) unless they are under the direct supervision of a staff member. Members of teams, clubs, etc. should report directly to their coach or sponsor and must not loiter in the halls.

In the morning, students are required to meet in their assigned hallway.

Students found loitering in restricted areas of the campus before or after school will be subject to disciplinary consequences.

Students not riding a bus are to be dropped off in the morning in front of the school by the curb.

Students are allowed into the assigned areas and will be supervised beginning at 7:00 a.m.

Those students eating breakfast in the cafeteria may begin at 7:00 a.m.

Students will be released from the common areas at 7:30 a.m. to go to their first class.

Afternoon Procedures

Students who ride a bus home are to report directly to their bus area when dismissed. Students who miss the bus are responsible to find their own way home. All students are to be off campus by 3:00 p.m. each day unless under the supervision of an adult on the campus. **Students remaining on campus past 3:00 p.m. may receive a citation for loitering. THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR STUDENTS LEFT ON CAMPUS AFTER 3:00 P.M. UNLESS THEY ARE ATTENDING A SCHOOL SPONSORED ACTIVITY.**

Car riders are to be picked up in front of the building on Warpath.

PARENT INVOLVEMENT

Santa Fe Junior High encourages and welcomes parents to become actively involved in the activities, organizations and events of our school community including the Campus Improvement Committee. Parent Involvement in the decision making process is encouraged. For more information on parental involvement, check with the front office or our Santa Fe Junior High website. Before any parent or guardian is able to volunteer on campus or chaperone a field trip or a dance, a background check must be completed at the district's administration building. Forms may be obtained from the junior high front office.

POLICIES

Early Release

If a student must leave school for an appointment or emergency, the parent or guardian should report to the front office and sign the student out. Upon returning to school, the student is required to present a note signed by the parent or doctor.

Notes stating the reason for the absence(s) will be accepted up to 3 days after the student returns to class. If more than three days have passed, notes will need administrative approval.

Due to safety concerns for our students, telephone calls from parents/guardians will not be accepted for purposes of releasing students from school during the day or to change transportation arrangements after school is dismissed. To change transportation arrangements, students must bring a signed parent/guardian note to school and submit it to the office at the beginning of the day.

Sign In/Out

Parents and legal guardians may sign students out from school for such things as doctor visits, dentist appointments, emergencies, etc. Students arriving late or returning to campus must sign in with the office.

Class/Teacher Changes

The campus has established the following procedures for parents requesting class or teacher changes:

Contact the classroom teacher to discuss problems, concerns, and/or special learning considerations for your child.

Review your child's academic grades and behavior as factors for his/her success.

Contact your child's counselor for additional assistance.

Administrative approval is required for teacher or team changes.

***Changes in the middle of the year are not recommended. Changes will only be considered if the changes will not overload a class and if all of the above steps have been completed.

***Schedule change request forms must be submitted during the first two weeks of the first semester and during the first week of the second semester.

School Hours

7:35 am – 2:45 pm

State-Mandated Assessment Tests

Students at certain grade levels will take annual state assessment tests (STAAR) in the following subjects:

Math - Grades 6,7 & 8

Reading - Grades 6,7 & 8

Writing– Grade 7

Social studies – Grade 8

Science – Grades 8

STAAR testing dates:

4-1-13	Grade 7 Writing 1 Grade 8 Math	
4-2-13	Grade 7 Writing 2 Grade 8 Reading	
4-22-13	Grade 6 and 7 Math	
4-23-13	Grade 6 and 7 Reading Grade 8 Science	
4-24-13	Grade 8 Social Studies	
5-5-13 thru 5-16-13	Algebra 1 EOC Window	
5-13-13	Grade 8 Math Retest	
5-14-13	Grade 8 Reading Retest	

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Most books are used in the classroom and do not need to be taken home. However, for those classes that require a textbook to be kept at home, the book(s) must be covered by the student and treated with care. A student who is issued a damaged book should report the damage to the teacher. The following fines will be assessed for damaged or lost books. If students leave their books unattended and they are stolen, the student is still responsible for the books.

Assessment of Book Fines

Torn pages \$3.00

Soiled pages \$3.00

Writing on pages	\$1.50 and student erases marks
Writing on edges	\$2.00 and student erases marks
Writing on pages/cover/edges	1/2 price of book (cannot be erased)
Water damage (minimal)	\$5.00
Water damage (major)	Price of book
Loose binding	\$5.00
Cover damage	\$4.00
Excessive damage to cover	½ price of book

NOTE: If a student pays for a book in full (100%), he/she is entitled to keep that book.

Definitions:

- **Worn out textbooks**--This term refers to a book that is raveled along the edges, the outside cover is faded or the spine is loose. This is a "WELL USED BOOK".
- **Damaged Book**--This term refers to a book that has been written in beyond use, has had pages torn out, or that has been left outside and suffered water damage, etc. (due to student neglect). The student must pay for damaged books.
- **Defective Book**--This term refers to a book ONLY DURING THE FIRST TWO YEARS OF ITS ADOPTION, if it would have missing pages, loose binding or otherwise poorly constructed.

Tutorials

If a student is having a problem in class or needs to stay after school to make up work, they may do so on Tuesdays and Thursdays from 2:50 p.m. – 3:30 p.m., during the school year. Students may stay after school on any day, but only with special permission from their teacher.

VISITORS TO CAMPUS

The junior high encourages parental involvement and volunteers to assist with student needs. To ensure the safety of students, all visitors are required to check in with the main office to obtain a visitors badge.

Visits to individual classrooms by parents/guardians during instructional time are permitted with approval of the principal and teacher and as long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. **A 24 hour notice is required for visits to a classroom.**

SANTA FE HIGH SCHOOL



Student Handbook

2013-2014

**SANTA FE HIGH SCHOOL
IMPORTANT NAMES AND NUMBERS**

School Phone Number	(409) 927-3100
School FAX Number	(409) 927-3106
School Address	16000 Highway 6 Santa Fe, TX 77510
Mailing Address	P. O. Box 370 Santa Fe, TX 77510
Website	http://www.sfisd.org/sfhs

Principal	Mandy Scott
Principal's Secretary	Becky Wright

Associate Principal-12 th grade	Dr. Brent Kirkpatrick
Associate Principal's Secretary	Dana Loop

Assistant Principals	
9 th grade	Jenny Davenport
10 th grade	Brad Hubbell
11 th grade	Lauren Pilkington
Assistant Principal's Secretary	Kayleen Gates

Counselors	
9 th grade	Amber Britson
10 th grade	Michelle Bowen
11 th grade	Tina Dominy
12 th grade	Holly Bankston

Librarian	Danna Kubacak
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Nurse	Carol Nelson
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Bookkeeper	Lori Lala
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Attendance Clerk	Shelley Boggs
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Receptionist	Donna Iles
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Registrar	Lori Nelson
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Assistant Registrar	Lori Lala
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Cafeteria Manager	Connie Turner
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**Switchboard Opens at 7:00am
Office Hours: 7:00 am – 3:30 pm**

ANNOUNCEMENTS

Daily announcements are made during 3rd period (4th period on Thursdays) and posted on the high school webpage.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom.

ATTENDANCE

Maintaining attendance at school each day for the entire period is the first responsibility of both parent and student. State laws contained in the Texas Education Code and Texas Family Code mandate certain responses from the school district that are in conjunction with any campus based consequences. TEC, Sec. 25.085.

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than 5 unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

NONATTENDANCE may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

***is absent on three or more days or parts of days within a four week period**

***is absent from school on ten or more days or parts of days within a 6 month period**

Santa Fe High School is a closed campus. Leaving campus without school authorization will be treated as truancy. "Cutting" classes and remaining on campus will be treated as truancy. Truancy, tardiness to class, and "skipping/cutting" class will result in disciplinary action. Students caught leaving campus without permission will lose their parking permit for the remainder of the semester with no refund. In addition to school consequences, the court may apply other consequences. Other consequences may include: fines, loss of driver's license, community service work assignments for both parent and student, parents being assigned to attend school with their student, enforced attendance in classes designed to improve attendance for both parents and student, and any other consequences the judge deems fit.

If a student needs to leave school, he/she must have a parent/guardian write a request to the attendance clerk with the following information:

1. Statement of exact time the student needs to be dismissed.
2. Reason for request and telephone number where parent may be contacted.

This request must be submitted to the attendance office prior to 1st period; otherwise, the parent/guardian listed on the contact/release form must personally check out the student through the attendance office at the time of the checkout. Students are to sign back in at the attendance office upon return to school.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

State compulsory attendance law and Santa Fe High School requires students to attend 90% of the days/time the class is offered each semester and earn a grade of 70% or higher to earn credit.

AWARDS AND HONORS

PRINCIPAL'S HONOR ROLL

Students receive this recognition for having all A's or all A's & B's and satisfactory conduct in all classes during a grading period. (Students must have submitted the FERPA form allowing the school to post this information).

NATIONAL HONOR SOCIETY

Selection for the National Honor Society will be in the fall of each year. National Honor Society membership will be open to sophomores, juniors, and seniors selected based on procedures as outlined in the NHS Constitution. See the NHS website for more information.

http://www.nhs.us/s_nhs/sec.asp?CID=135&DID=28271.

SCHOLARSHIPS

Scholarships play an important role in financing a student's college career. Information concerning scholarships may be obtained from school counselors, trade unions, industrial complexes, colleges and universities. It is advisable that students begin seeking information during the junior and/or early part of the senior year. This information will be available online as well.

State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, eligible students may earn financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned. Students may choose public or private Texas higher education institutions within the state. These financial credits will be limited to students who complete the Recommended or Distinguished Achievement High School Program. Exceptions will apply if necessary courses were unavailable at the appropriate times in the student's high school years because of course scheduling, lack of enrollment capacity, or another reason outside the student's control. If the exception applies, the District will indicate the fact on the student's transcript. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have financial need, according to federal criteria, and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [See the counselor and policy EJ]

Santa Fe High School Bell Schedule 2013-2014

Monday, Tuesday & Friday

1 st Period	7:15 - 8:05 (50)
2 nd Period	8:10 – 9:00 (50)
3 rd Period	9:05 – 9:55 (50)
4 th Period	10:00 - 10:50 (50)
5 th Period	10:55 - 12:30
	“A” Lunch 10:50 – 11:20 Class: 11:23 – 12:30 (65)
	“B” Lunch 11:25 – 11:55 Class: 10:55 - 11:25 & 11:58 - 12:30 (62)
	“C” Lunch 12:00 – 12:30 Class: 10:55 - 12:00 (65)
6 th Period	12:35 - 1:25 (50)
7 th Period	1:30- 2:20 (50)
Tutorials	2:20 – 3:15 (55)

Wednesday

There will be **NO LATE START** on dates associated with state-mandated testing and/or district benchmarks:

2nd Period	9:10 – 10:45 (95 with announcements)
4th Period	10:50 – 12:50
	A Lunch 10:45 - 11:15 Class 11:20-12:50 (90)
	B Lunch 11:30 – 12:00 Class 10:50-11:30 & 12:03-12:45 (82)
	C Lunch 12:15 – 12:45 Class 10:50-12:15 (90)
6th period	12:50 – 2:20 (90)
Tutorials	2:20 – 3:15 (55)

Thursday

1st Period	7:15 – 8:50 (95)
3rd Period	8:55 – 10:35 (100 with announcements)
5th Period	10:40 – 12:4 (127)
	A Lunch 10:35 - 11:05 Class 11:08-12:40 (92)
	B Lunch 11:10 – 11:40 Class 10:45-11:10 & 11:43 – 12:45 (87)

C Lunch	12:17 – 12:45
7th period	12:55 – 2:20 (95)
Tutorials	2:20 – 3:15 (45)

Pep Rally – All pep rallies begin at 2 pm. Check website often for pep rally dates.

BUILDING AND FACILITIES

No student or group of students will be permitted to remain unsupervised in the school building after school hours or use the building and facilities on weekends unless properly sponsored and supervised by a teacher. Groups not sponsored by the school will schedule the use of the building through the principal's secretary by completing a facility use form.

CAREER AND TECHNOLOGY PROGRAMS

The district offers a variety of career and technology education programs based on the state's career clusters. A Career Cluster is a grouping of occupations and broad industries based on commonalities. The sixteen career clusters provide an organizing tool for schools. These include:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communications
- Business, Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

See the SFHS Tribal Guide (available online) for more information. Admission to these programs is based on student request. Santa Fe ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Character Education

The district provides three specific character educational programs for our students. The first is a communications initiative class called Strength bank, the second is called PAL (Peer Assistance Leadership), and the third is Junior Achievement. All three offer character building opportunities. In addition, Santa Fe High School offers AVID for 9th and 10th grade students and a school-wide positive behavior system "Creating LEADERS".

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the original author. This includes all sources: electronic and paper. Plagiarism is considered cheating and the student is subject to academic disciplinary action that shall include loss of credit for the assignment. Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, entire essays passages from an undocumented source, etc. will be considered cheating/plagiarism.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observations, or information from students [see policy EIA (Local)].

Cheating shall be defined as giving or receiving information from any source or manner on a test or submitting duplicate work for class or outside assignments. The student will be considered cheating if he completes an assignment with unauthorized help when the assignment requires a student's own individual effort.

Consequences for violation are:

- A grade of zero may be given on the work involved and the grade will be averaged with the other grades.

- Other actions as determined by the principal.

- Teachers will contact the parent by phone, mail or e-mail.

CLASS LOAD AND COURSE INFORMATION

Students must be enrolled in at least seven classes unless they qualify as a senior at which time they may take the courses essential to meet the requirements for graduation that is greater or equal to 4 hours of school. This time period constitutes **5 class periods**.

A student, with the approval of the high school principal and the student's counselor, may enroll concurrently at the college level. Credits earned at the college level may be counted towards high school graduation/credit. Counselor approval is required prior to enrollment in any courses not taken at Santa Fe High School.

Students in grades 9–12 may earn college credit from the following: College of the Mainland or Alvin Community College. Contact your student's counselor for more information.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

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

- Completes the Recommended or Advanced/Distinguished Achievement Program; or

- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines. [For further information, see policy EIC and the Tribal Guide]

STUDENT CONDUCT

Teachers, staff, and administrators have full authority over student conduct before, during, and after school on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to consequences established by the Student Code of Conduct as well as the standards of behavior established by the sponsor for extracurricular participants.

***USE OF HALLWAYS DURING CLASS TIME AND CLASS CHANGES**

Loitering or standing in the halls during class change is not permitted. During class time, a student must have a hall pass to be outside of the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

COUNSELING SERVICES

Academic Counseling – Students are encouraged to talk with a school counselor, teachers, and administrators in order to learn about curriculum, course offerings and graduation requirements. Students who are interested in attending a college, university or training school should work closely with their counselor so that they take the high school courses that will best prepare them.

Personal Counseling – The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic or chemical dependency needs. The counselor may also provide information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment in the Student Center.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on the high school campus without the approval of the principal. Approved materials may only be posted on glass surfaces or bulletin boards. Approved materials to be distributed to students will be available in the student center.

All material from outside organizations must be approved by central administration, and then submitted to the principal for review and approval. If the material is not approved within 48 hours of the time it was submitted, it must be considered unapproved.

DRESS AND GROOMING

See the District handbook for Dress Code and Personal Grooming Requirements. A student is required to contact the parent so the student has the opportunity to change into dress code. If a student is not able to get into dress code by 1st period, he/she will report to ISS until he/she is able to get into approved dress code.

EARNING A SCHOOL LETTER

A student who earns a school letter is recognized as having demonstrated achievement in academic, artistic, or athletic measures. Standards and criteria for earning a letter jacket will be established by each sport, club or organization and approved by the athletic director and principal prior to the

beginning of each school year. Each sport, club, organization, or academic area must submit the criteria for earning a letter jacket for approval.

STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

Each club/organization must have a faculty sponsor and a written constitution that is approved by SFHS administration. All clubs/organizations are required to provide updated information to the Student Activities Coordinator, Ms. Tanya Lanmon.

Eligibility for participation in many of these activities is governed by the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

A student may miss a maximum of 17 days of school for contests and two more days, if needed, may be requested from the state.

An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

Student Organizations Fundraising

All high school organizations must have fundraisers approved by the Student Activities Director and Principal prior to implementation. Athletic organizations must have fundraisers approved by the Athletic Director. Failure to have a fundraiser approved will result in a suspension of conducting future fundraisers for that organization.

Booster Clubs have to report their fundraisers to the Student Activities Director so the high school may coordinate these fundraisers to prevent more than one similar fundraiser being conducted at the same

time. In addition, if the fundraiser uses school facilities, the fundraiser must be approved by the Principal. Any Booster Club that conducts a project at the same time that another Booster Club has a similar project on the calendar will not be allowed to promote their fundraiser on the High School campus.

Before you organization can conduct any type of fundraiser, you must fill out the "Fundraiser Approval Form" and turn it in to Ms. Lanmon for prior approval before any fundraiser begins. Please turn you form in as early as possible. We want each organization to have every opportunity to meet their needs by striving to allow only "one of a king" fundraisers at a time. You will be responsible for filling out a "Profit/Loss Fundraiser Form" within ten days after completion of the fundraiser to the bookkeeper. Documentation should be attached to the form reflecting merchandise returned or on hand upon completion of the fundraiser.

In order to accommodate all the student organizations, each organization is allowed 2 fundraisers per year.

Offices and Elections

In order to provide consistency and uniformity, all organizations, which elect officers, will adhere to the following guidelines:

Students wishing to run for a club office shall file for that office by securing a petition from the sponsor of the organization. The petition must be returned to the club sponsor five (5) calendar days prior to the day of the election. Those who comply will appear on the ballot.

Upon approval of the majority of the membership, any of the following procedures may also be utilized in conjunction with the above:

A nominating committee may convene and submit a slate of officers to the membership, a minimum of twenty (20) calendar days prior to the election. At a club meeting prior to the election by (20) calendar days, officers may be nominated from the floor. During the election process, a student's name may be submitted by write-in if prior written permission is given by the student whose name is being submitted. This student must advise the club sponsor of the consent prior to the election.

Elections for the following year will be held in April or September of the same calendar year at the time specified by and under the direction of the Election Director with the approval of the majority of the club sponsors.

Qualifications for office include UIL eligibility and all requirements of the state, national and organizational charters.

Ballots will be prepared by the club sponsor for a secret paper ballot. Ballots will be counted by the sponsor or by an adult/non-student, if requested by the sponsor. All paper ballots will be retained for a sixty-day period after being counted. After that time, they will be destroyed. Election results will be made known by the sponsor by (a) notifying those of the ballot prior to general release and (b) public announcement via the bulletin, bulletin boards, and/or public address system.

Election guidelines covering all offices voted on by student body: Students running for either senior class or junior class officers must have a petition signed by at least 25 students and three teachers to have their name placed on the ballot. Anyone on the ballot must abide by the election guidelines.

All students engaged in extracurricular activities and/or contests must meet eligibility requirements before participating in the activity.

The eligibility requirements are:

- Be a student at Santa Fe High School.
- Be eligible according to University Interscholastic League (UIL) rules.
- Have sufficient credits to be promoted to the next grade level.
- Have passed all courses the previous grading period to be eligible.

A student who fails a course becomes ineligible seven (7) days after the last day of the grading period during which the grade lower than 70 was earned. The seven (7) day interim period begins with the close of the school on the last day of the nine-week grading period and ends seven days later. For example, if the nine weeks ends at 2:30 P.M. Friday, April 3, the suspension would take effect at 2:30 P.M. on Friday, April 10. Lost eligibility may be regained three weeks later if the student is then passing all courses.

A student who receives an “I” (Incomplete) due to absences during the three/six/nine/eighteen week grading period, in a course is considered ineligible until the incomplete is cleared. All work turned in must be for absences during the grading period for the grade calculation.

Students earning a grade of below 70, but not less than 65 in ANY "advanced" course may be eligible to participate in extracurricular activities, provided all other courses are passed. Tutorials will be mandatory for those students earning a grade of below 70.

Homecoming Court/Class Officers/Class Favorites

Any student who is elected to any one of these is a “student representative” and is governed by the following requirements:

*Students must have a “C” average in each course the current semester and the semester preceding the election and must have an “S” conduct average in each course the current semester and the preceding semester.

*Students should have no school record of persistent disciplinary problems.

*Students should have no serious disciplinary referrals – i.e. truancy, cheating, fighting, etc.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

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

GRADING GUIDELINES

EIA (Local) outlines the district’s grading guidelines.

Grade Point Assessments

This district reports nine weeks grades to parents as numerical scores or may convert them to letter grades. The high school reports grades numerically as follows in this conversion table:

90—100 = A

80—89 = B

75—79 = C

70—74 = D

69 and below = F

Conduct Grades

Student conduct marks indicate how well the student is performing in class citizenship. Conduct marks may affect eligibility for participation in school activities; poor conduct interferes with a student's ability to learn in class. The following letter system is used to report a student's citizenship:

E = Excellent

- The student has an excellent attitude, displays excellent work habits, is highly cooperative, and observes the school rules and regulations.

S = Satisfactory

- The student has a good attitude, is cooperative, and generally observes school rules and regulations.

N = Needs Improvement

- The student has a poor attitude, is at times uncooperative, at times disrupts class, and shows little respect for school and classroom rules and regulations. (Teacher documentation and parent contact required)

U = Unsatisfactory

- The student has a poor attitude and is generally uncooperative. The student disrupts class and shows little respect for school and classroom rules and regulations. (Teacher documentation and parent contact required)

Awarding Class Credit

Mastery of Objectives:

1. The student's academic achievement shall be based upon the degree of mastery of the district's course objectives, which reflect the Texas Essential Knowledge and Skills (TEKS).
2. In order to be awarded a grade of 70 in a course or subject, a student must demonstrate mastery of 70% of the district's course objectives.
3. Credits in the class will be awarded at the end of each year if all of the following criteria have been met.
 - a. Semester grades will stand independently, however semester grades will average for a full year credit if the two scores average to a 70 or higher.
 - b. Students who repeat any semester of a year-long course must make a grade of 70 or higher. A repeated semester grade stands alone and will not be averaged with any other semester grade regardless of how the credit is made up.
 - c. The student must have 90% attendance in the class during the semester.

Assigning Grades

Responsibility of Teachers

1. Only teachers will record grades for assignments.
2. Peer grading is allowable, excluding major tests and project grades.

3. All record of grades and assessments become a part of the confidential record for the assessment of student performance.
4. Teachers will discuss the district grading policy as well as the high school grading guidelines with students.
5. Teachers will inform students of content covered on all assessments.
6. Teachers will record and return all graded papers and/or allow students to view work within a time frame that will benefit the student.
7. Teachers are required to have a minimum of two (2) ongoing evaluation grades per week.
8. Teachers are also required to have a minimum of three (3) periodic mastery grades recorded per nine weeks.
9. Grades shall not be increased or reduced for participation or lack of participation in any extracurricular activity.
10. Teachers will provide students with a rubric for long-term projects / alternative assessments.
11. Teachers shall follow SFISD grading policy and ask for clarification from campus administration or department chairs as needed.
12. If a student's grade falls below 74 after the second progress report of the nine weeks, teachers are required to contact the parent by phone, in writing or by email.

Responsibility of Parents

1. Provide accurate contact information to school, revising, as needed. This includes, but may not be limited to home, cell and work phone numbers as well as e-mail addresses.
2. Check grades on Family Access regularly and/or check three week progress reports.
3. Communicate with school on a regular basis if student is having academic difficulty, failing or if questions arise about the student's progress.
4. If student has excessive absences (3 or more consecutively or are absent on a regular basis), parents should contact teachers concerning make-up assignments and possible revised due dates.
5. Read and discuss the grading guideline with their student, so that parents and students are aware of guidelines and requirements.
6. Assist the student in maintaining appropriate grades in all classes by communicating with their child about what/how they are learning in all of their courses, providing a quiet study area and time for work at home, encouraging tutorials, and providing resources for students to complete assignments.
7. Work with their child to develop study, organizational, and time management skills, as well as responsibility for academic progress.

Responsibility of Students

1. Students should work to the best of their ability to follow directions, complete, and turn in all assignments, within the time limits given by the teacher.
2. Students should evaluate their own work for accuracy and seek clarification as needed from the teacher.
3. Students will attend weekly tutorials if failing or in need of additional time with the teacher for clarification of subject matter.
4. Students will read and abide by the grading policy.

5. Student must communicate with the teacher immediately when he/she does not understand the assignment before the due date, to re-schedule a retest within the appropriate time limit, and after an absence to make arrangements for completing missed work.
6. A student may be assigned to ISS for academic dishonesty, which includes plagiarism, cheating, unauthorized communication between students during an examination or copying the work of another, or allowing others to copy work. In addition, academic dishonesty, plagiarism, cheating or copying will result in a grade of zero (0). This may be documented and placed in the student's cumulative folder. Re-testing may not apply in this situation.

Types of Assessment

Nine-week grades shall be determined by ongoing evaluation and periodic mastery. Ongoing evaluations shall include daily grades, quizzes, and performance grades that evaluate a student's short-term mastery of an objective or a skill. Periodic mastery grades shall include major (unit) tests, projects, research papers, major reports, or some laboratory assignments that evaluate a student's long-term mastery of an objective, skill or subject. Long-term projects such as research papers, special projects, and the like shall be graded at various stages of completion (ongoing evaluation) rather than only given a grade for a final product.

No one assignment may account for more than 25% of a student's nine week average, except in the case of Diversified Career Preparation where the weight of the employer evaluation is state mandated.

1. Ongoing Evaluation

a. Class Work

- i. Class work is any instructional activity defined/planned by the teacher to be completed during a class period to facilitate the learning process.
- ii. There could be occasions where class work becomes homework.

b. Homework

- i. Homework can be a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program.
- ii. Homework should never be used as a disciplinary measure but should be used to enrich and strengthen classroom experiences.
- iii. Homework assignments may be used for discovery type learning. There may be occasions where class work may become homework.
- iv. Pre-reading of text and/or novels may be necessary to prepare for classroom instruction.
- v. It is recommended the teacher not make a common practice of assigning homework to students over the weekend or holiday periods in order to preserve family time for students and their families.
- vi. The recommended maximum amount of homework assigned per night shall be 90 – 150 minutes for high school students. Teachers shall divide the homework time allotted to them for their particular subject area assignments so as not to exceed the maximum number of minutes. Pre-AP and AP courses may require additional homework time.

- vii. Students may occasionally have additional homework time assigned to them beyond the recommended amounts due to work on special assignments, such as research papers, projects or reports and the like; homework may then be a contributing factor to periodic mastery grades.
- c. Quizzes
 - i. Quizzes are short assessments designed by a teacher to evaluate a student's ongoing level of understanding and progress towards unit objectives.
 - ii. Quizzes do not have to be scheduled in advance. (This may include vocabulary quizzes.)
- 2. Periodic Mastery
 - a. Tests
 - i. Tests are assessments designed to measure a student's successful attainment of the TEKS as expressed in the SFISD curriculum objectives. Tests are used as tools to evaluate a student's long term mastery of an objective, skill, or subject.
 - ii. Major tests are considered to be chapter, unit concepts, or cumulative tests.
 - iii. When students are given an assignment to study for a subject area test, this test preparation will count as time allotted for homework for that particular class/subject area.
 - iv. Major tests are intended to take one class period or more to complete.
 - v. All courses will have comprehensive semester exams.
 - vi. A bonus question may be placed on an exam. The bonus must be tied to the TEKS and curriculum and may not be worth more than five (5) points.
 - b. Alternative Assessments
 - i. Alternative assessments should be meaningful measures of real world tasks.
 - ii. The performance/product is the goal of instruction.
 - iii. This type of assessment often requires analyzing a task, developing a plan of action, gathering information, selecting the relevant information, and presenting appropriate information.
 - iv. The method of presentation / product should be designed by the teacher, based on the subject area and content objectives. Teachers will provide students with a rubric for alternative assessments.
 - v. Alternative assessments may be substituted for major tests.
 - c. Term Papers/ Projects
 - i. Term papers or projects are lengthy class work and/or homework assignments that may take up to several weeks for a student or group of students to complete.
 - ii. Teachers may assign term papers or projects to an individual or to a group of students as determined by the teacher.
 - iii. Teachers will inform students of the term paper/project grading guidelines or rubric well in advance of the due date.
 - iv. In grading a group project, members of a group should not be penalized for an individual's non-participation. Conversely, a student who does not fully

participate, but participates to a limited degree, will receive a grade proportionate to his/her participation.

d. Formative Assessments

- i. These are assessments that are conducted throughout teaching and learning to diagnose student needs, plan the next steps of instruction, and provide students with feedback they can use to improve the quality of their work.
- ii. Grades taken as formative assessments will be used to determine progress in the learning process and should be un-weighted.

e. College Board Advanced Placement Exams

- i. The purpose of AP programs at the high school level is to provide students with a rigorous course of study followed by a rigorous college exam. The coursework and course load at SFHS should prepare students to participate in the AP exam program. High school AP classes provide students with opportunities to earn college credit while still in high school.
- ii. Students earning advanced ranking points for Advanced Placement classes will be required to take either the appropriate College Board Advanced Placement exam or a “simulated” AP exam.
- iii. Enrollment in AP classes is voluntary. AP classes are weighted at a higher grade point standard due to the increased rigor of coursework.
- iv. Students enrolled in an AP class may choose, and are strongly encouraged, to take the appropriate AP exam. Students must pay for the exams “up front.” (Payment plans have been established. “Scholarship” applications are available to qualifying students, upon request.)
- v. If a student takes an AP exam in high school and scores a “3” or above, the entire cost of the exam will be reimbursed to the student by the school district. Reimbursement will occur in the fall of the following year.

f. Semester Exams

- i. All courses will have comprehensive semester exams.
- ii. Semester exams should be representative of the entire semester’s work and will be scheduled according to the subject area-testing schedule.
- iii. Semester Exams will not be given early. Students who miss semester exams due to absences must make arrangements with teachers to take exams within a two-week period. After two weeks, a final grade of zero will be reported for the exam.
- iv. If an exam contains an essay portion, that portion may be given up to one week early. If an exam consists of only essay, the exam must be given during the scheduled time.
- v. Students may earn exemptions for spring semester exams only if they:
 1. are classified as a junior or senior.
 2. have a semester average of 90-100 with 3 absences or less in that semester
OR
 3. have a semester average of 80-89 with 2 absences or less in that semester.

- a. For the purposes of exam exemptions, 3 tardies will equal 1 absence.
- 4. have not been assigned to DAEP or JJAEP at any time during the school year.
- 5. have not been assigned to ISS as a result of a write-up in that particular class.
- vi. Semester exams may not be re-taken.
- vii. Any exceptions to this policy should be made at the department level and with principal approval.

Weighting of Assessments

1. Semester Averages

- a. 1st Nine Weeks 40%
- b. 2nd Nine Weeks 40%
- c. Semester Exam 20%

*In the Diversified Career Preparation course, the employer evaluation will reflect 25-50% of the grade.

2. Departmental Grading—Regular Level Courses

- a. English
 - i. Essay = 40%
 - ii. Home/Class/Daily Work = 20%
 - iii. Exams/Research Projects = 40%
- b. Math
 - i. Quizzes/Notebooks = 25%
 - ii. Home/Class/Daily Work = 25%
 - iii. Exams/Projects/Research Labs = 50%
- c. Science
 - i. Quizzes/Notebooks = 30%
 - ii. Home/Class/Daily Work = 20%
 - iii. Exams/Projects/Research Labs = 50%
- d. Social Studies
 - i. Quizzes/Notebooks = 25%
 - ii. Home/Class/Daily Work = 25%
 - iii. Exams/Projects/Research Labs = 50%
- e. Health / Computer Science
 - i. Quizzes/Notebooks = 25%
 - ii. Home/Class/Daily Work = 25%
 - iii. Exams/Projects/Research Labs = 50%
- f. Dance / Cheer / Tribal Belles
 - i. Class Performance = 40%
 - ii. Dressing Out = 40%
 - iii. Written and Skills Exams = 20%

- g. P.E.
 - i. Class Participation = 70%
 - ii. Dressing Out = 30%
- h. Band / Choir / Theater Arts
 - i. Performance and Presentation = 40%
 - ii. Daily Work = 40%
 - iii. Exams = 20%
- i. Athletics
 - i. Class Participation = 100%
- j. Journalism / Yearbook / Speech
 - i. Performance (Participation)/Class/Daily Work = 10%
 - ii. Quizzes/Notebooks = 45%
 - iii. Exams/Labs/Projects/Speeches = 45%
- k. Academic Decathlon
 - i. Class Participation = 70%
 - ii. Quizzes/Notebook/Class work = %30
- l. Debate
 - i. Performance/Presentation = 40%
 - ii. Daily Work = 40%
 - iii. Exams = 30%
- m. Art
 - i. Sketchbooks/Quizzes = 25%
 - ii. Daily Work/Procedures = 25%
 - iii. Projects/Exams = 50%
- n. CTE
 - i. Class/Daily Work = 50%
 - ii. Exams/Labs/Projects = 50%
- o. Foreign Languages
 - i. Classroom Participation = 30%
 - ii. Quizzes/Notebooks/Class/Daily Work = 30%
 - iii. Exams/Projects = 40%
- 3. Pre-AP / AP Grading
 - a. Science / ELA / Social Studies
 - i. Major (Projects/Exams/Essays) = 60%
 - ii. Minor (Quizzes/Labs/Essays) = 30%
 - iii. Daily (Class/Homework) = 10%
 - b. Math / Foreign Language
 - i. Major (Projects/Exams/Essays) = 60%
 - ii. Minor (Quizzes/Labs/Essays) = 20%
 - iii. Daily (Class/Homework) = 20%
 - c. General Notes for Pre-AP / AP

- i. Students who have a grade lower than 75% in this course by the 6th week of the nine-week grading period will be placed on probation. The teacher will contact the student and parent to develop an academic action plan that must be completed by the end of the nine-week grading period.
- ii. At the conclusion of the nine-week grading period, students who do not complete the action plan will be recommended for removal from the course if their grade remains below 75%. Parents who wish to contest the removal should refer to the process described in the Tribal Guide.
 1. Actions for Teachers: At the end of the 6 week period for the first 3 nine weeks, students who are making below a 75 will be placed on probation and an action plan will be developed between the teacher and the student. Parents will be contacted. A copy of the action plans will be sent to the student's counselor. At the nine week mark, if the student has been successful with their action plan and their grade is 75 or above, the student will be removed from probation. If the student's grade has not improved to 75 or above, a recommendation should be made from the teacher to the parents for removal from the course. Parents may choose to have their child remain in the course. Counselors will be notified by the teacher of the decision to either have the student removed or remain in the course.
- iii. All minor/daily assignments associated with a major assignment must be turned in prior to the administration of the major assignment.
- iv. Assignments turned in after the designated due date may be assessed a grade penalty.

University Interscholastic League (UIL) Eligibility

(Refer to UIL website <http://www.utexas.edu/admin/uil/admin/side/acad.html>)

- A student who receives at the end of any grading period (after the first six weeks of the school year) a grade below 70 in any class (other than an identified advanced class) or a student with a disability who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for at least three school weeks. Students earning a grade of below 70, but not less than 65 in ANY advanced course (advanced courses are designated as Pre-AP or AP) may be eligible to participate in extracurricular activities, provided all other courses are passed. Tutorials will be mandatory for those students earning a grade of below 75. Students will not be penalized for attending tutorials. An ineligible student may continue to practice or rehearse. The student regains eligibility when the sponsor and/or supervisor determine that he or she has: (1) earned a passing grade (70 or above) in all classes, other than those that are advanced, and (2) completed the three school weeks of ineligibility.
- All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.

- All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-week school evaluation periods for ineligible students.

Re-testing / Re-evaluation

- Re-testing (group)
 - Re-evaluation shall occur if the concept taught and tested is one of the essential knowledge and skills or is a prerequisite skill for future learning, and if 25% (50% for Pre-AP or AP) or more of all the students in a class period do not demonstrate mastery of the Texas Essential Knowledge and Skills (TEKS) on a test. A student may be awarded full credit using different methods of instruction for students not demonstrating mastery. [See policy EIA (Local)]. If a student fails to demonstrate mastery on the re-test, the higher of the two grades shall be recorded.
- Re-testing (individual) Regular Level Courses
 - A re-testing/re-evaluation opportunity shall be offered to all students. Students shall be permitted to retake any major test that he or she has failed. This does not include nine week/semester/final/EOC exams.
 - There shall be a two week window of time to be used for re-testing an assignment.
 - Teachers shall have the discretion to waive the two week window or to return to the previous nine week grading period in the current school year and to allow a student to retest any assignment on an individual basis with the principal's approval.
 - Re-testing/re-evaluation may include, but is not limited to, oral examination, test corrections, or a formal test.
 - A re-test must cover the same essential knowledge and skills and must be of the same difficulty as the original test.
 - A student must score at least 70 percent on the re-test/re-evaluation to demonstrate mastery of the essential knowledge and skills.
 - If a student fails to demonstrate mastery on the re-test/re-evaluation, the higher of the two grades shall be recorded.
 - If test corrections are to be used for re-testing, procedures must be outlined in the teacher's syllabus.
- Re-testing (individual) Pre-AP / AP Level Courses
 - Only one retest will be allowed per nine weeks with a maximum grade of 70%. The student will have until the administration of the next exam to retest during tutorial time.
 - A re-test must cover the same essential knowledge and skills and must be of the same difficulty as the original test.
 - If a student fails to demonstrate mastery on the re-test/re-evaluation, the higher of the two grades shall be recorded.
 - Test corrections will be allowed for all other tests in the nine week period, with the exception of semester exams. Teachers will inform students of test correction

procedures. With test corrections, students will earn 10 points on their exam grade with a maximum grade of 70%.

Non-Written Work

For grades on non-written work (projects, speeches, oral presentations/performances, individual performances, and group work) the teacher shall share clearly defined evaluative criteria (example, rubric/point system) with students before the exercise. These criteria shall serve as documentation that is essential in a parent conference. If a grade is given, it shall be recorded in the grade book.

MAKE-UP WORK

1. Students shall be permitted to make up assignments and tests after an absence.
2. Make-up work is available to all students. Teachers are responsible for informing students of their make-up work upon their return to class.
3. Students are expected to make up assignments and tests after absences. Make-up work will be completed outside of class time or at the teacher's discretion. Students shall receive credit for satisfactory make-up work after an absence.
4. The number of days allowed for make-up work to be completed will be equal to the number of times a class was missed.
5. Any student absent because of suspension shall request all work upon his/her return. A student is allowed the same number of days to complete the make-up work as the actual suspension.
6. In cases where the student has missed a large quantity of work, the time may be extended. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work.
7. Students should not, on the day of returning to school, be required to take a quiz or test that was announced during the student's absence. Students will be required to take exams or turn in long-term projects when they have prior knowledge of the exam or due dates before the absence occurred.
8. Make-up work, including tests, may be of an altered version to assess what the student has learned. The work should be of the same difficulty level as the originally assigned work and assess the same knowledge and skills.
9. Teachers may assign alternate work to assure that 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.
10. Make-up work often requires the student to attend tutorials to receive detailed instructions or assistance. Parents and students need to plan for transportation.

DAEP or In-School Suspension Make-up Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The district may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district [see policy FOCA]. A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the

beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school [see policy FEA]. Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

Late Work

Assignments are due on time. Teachers may assign a penalty to late work or a late project with the approval of the principal. Suggested penalties for late assignments are as follows. Any other penalty assignments must be approved by the principal.

1 day late = 11 point deduction

2 days late = 20 point deduction

3 days late = 30 point deduction

All minor/daily assignments associated with a major assignment (exam/test) must be turned in prior to the administration of the major assignment.

Incomplete Grades

A student receiving an incomplete for a grading period has two (2) weeks to convert the incomplete grade to an earned grade. In unusual cases where the student has missed a large quantity of work, the time may be extended. In all cases, the teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work. (Refer to Section IV. University Interscholastic League)

Academic Dishonesty

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observations, or information from students [see policy EIA (Local)].

Communication

The state and district requires each teacher to notify parent of the need for a conference at each nine weeks grading period if the grade is below the level required for course credit or grade level advancement.

Progress Reports

1. Progress reports will be given every three weeks, except for the nine-week grading period.
2. It is the student's responsibility to deliver the progress report to the parent or guardian. The parent/guardian is encouraged to contact the teacher regarding a student's progress.
3. If a student's grade falls below 74 after the second progress report of the nine weeks is sent (after the sixth week of the 9-week period), teachers are required to contact the parent by phone, or in writing, or via e-mail.

Tutorials

The purpose of tutorials is to provide assistance for all students. While certain sessions may be limited to those students who are failing the course, it is also important to provide ample opportunity for all students to receive help outside of class time. Tutorial times will be held from 2:20-3:15, Monday through Thursday.

1. Attendance at tutorials is voluntary and is not limited to those students having academic difficulty.
2. It is the student's responsibility to attend tutorials when failing, in need of assistance or in need of make-up work. The student should sign in and out, bring needed materials/assignments and be prepared to ask specific questions to the teachers.
3. Teacher must keep a log of students attending tutorials.

Teacher Records / Grade Book

1. Grades recorded in a grade book are documentation of a student's progress and mastery of the TEKS and curriculum objectives.
2. Grades recorded in a grade book represent a confidential record for assessment of student performance.
3. The set of grades indicated in the grade book shall be the complete set from which the student's average is determined.
4. The grade book must include the formula for averaging the student's grade, along with any special key or instructions that would allow a third party to accurately derive the grade in the teacher's absence.
5. The computer grade book/attendance record must also include a record of student attendance and tardies.

Syllabus

At the beginning of the course, the teacher will provide each student with a general overview of information regarding the course. The syllabus should also include guidelines for student success in the course, types of assessments used, the formula for averaging the student's grade, and the district allowance for the average amount of homework and other outside work.

Scope and Sequence Policy

All SFISD teachers will use Instructional Planning Guides created by campus level and district level instructional staff. Suggested major revisions should be submitted to the department head and administration as an update.

Lesson Plans

All teachers are required to submit weekly lesson plans into Eduphoria the first working day of each week. The lesson plan will include daily objectives, activities, and assessments to be used, instructional resources, and TEKS. Teachers should include documentation of re-teaching/re-testing, differentiated instructional methods, and staff development training that was included in the lesson plan.

Special Populations (i.e. At-Risk, 504, Dyslexic, Special Education, etc.)

The Texas Education Code, Section 21.101, states that all students, regardless of special need or condition, shall be provided a well-balanced curriculum. The TEKS represents the core knowledge, skills and competencies all students should learn to be effective and productive members of society. Students with special needs shall be instructed in those same TEKS in a manner appropriate to their needs. Where a disability condition renders the elements inappropriate for the particular student, instruction shall be specially designed based on the student's abilities. The Individual Educational Plan (IEP) will list goals and objectives that each student needs to master.

Students may require different types of instruction and testing according to their learning situation. A student with special needs who is receiving instruction in a regular education class may follow the regular curriculum with modifications in instructional strategies as mandated on the modifications page. For special education students, documentation is required and is noted on the IEP. For “Section 504” students, this documentation is found in their Accommodation Plan. Some students may have an Accommodation Plan recommended by an Educational Alternative Committee (EAC).

Students with identified disabilities who are mainstreamed into regular classrooms will receive their grade from the regular classroom teacher or as determined by the ARD (Annual Review, Dismissal) Committee. If modifications are necessary, the regular teacher will provide them and where appropriate, special education teachers will provide modifications. Students who attend a special education class for an entire subject or course shall receive the grade from the appropriate special education teacher according to their IEP, for the students’ grades must be based on student progress toward the objectives identified in the IEP. The IEP becomes the minimum standard for a special education student.

Students with special needs may be receiving instruction in a regular class that incorporates a modification page for instructional strategies. Modifications in instructional strategies are not curriculum modifications and are NOT coded on the report card. Any modifications that reduce mastery of the curriculum will be coded on the report card.

Some students with special needs may only be responsible for mastering the state essential elements of a course and not the entire District curriculum. This will be noted in the IEP, with a copy provided to the teacher.

Before assigning a grade of “F” (on the nine weeks report), the teacher must complete a Progress Report at the third week interval. If a student with disabilities is failing two (2) nine week grading periods, a staffing should be scheduled to review the IEP. If a student with disabilities is not making acceptable progress, an ARD committee may then have to be scheduled to discuss changes in the IEP.

ESL Grading

It is very important for teachers of LEP students to differentiate between academic achievement and language proficiency. The students may be unfamiliar with the specialized English language that is unique to each subject area and will have little practice in using English as a medium of thought with the subject matter. The student may have more difficulty in mastering the content area because of the language demands than the difficulty of the content. In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the district shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills the following ways:

- Assessment in the primary language

- Assessment using ESL methodologies

- Assessment with multiple varied instruments (see policy EHBE)

The teacher can design an assessment (tests) for LEP students that have reduced demands on English by simplifying language, using uncomplicated sentences that concentrate more on curriculum, and being aware of cultural differences.

Students Served under Section 504

Section 504 protects students with identified disabilities from discrimination based upon those disabilities. The protection exists regardless of whether a formal 504 meeting has been held. If the District or teacher is aware of the possible existence of the disability, the obligation is there to make reasonable accommodations to ensure non-discrimination. A Section 504 committee determines the

accommodations. In a grading context, the coverage might protect the 504 students from losing credit for missing or late assignments until adequate and reasonable accommodations are in place. As an example, a student who has an inability to focus for long periods of time may need to be graded on reduced assignments (i.e. 50 problems instead of 100).

In summary, students who fall under the protection of Section 504 should be graded in such a way that their disability does not affect their ability to demonstrate their knowledge of the subject matter

Non-traditional Academic Programs

Santa Fe High School offers nontraditional programs, such as a special evening program sponsored by College of the Mainland for dropout recovery (the High School Equivalency Program-HSEP, formerly called GED). We also offer credit recovery programs during the year and the summer. For additional information, contact the student's counselor.

HOMEWORK

Students are expected to complete homework assignments according to grading guidelines.

GRAPHING CALCULATORS

Students will be required to use a graphing calculator in all math classes. They must have a calculator use contract signed by both the student and the parent prior to use in the classroom.

ID BADGES

In an effort to keep all staff and students at SFHS safe and secure, and as a result of increased non-school district personnel on/around campus (primarily construction workers), both staff and students will be required to wear photo ID Badges during the school day. These will be provided to students free of charge during registration and/or the first week of school. The wearing of the ID Badges is subject to the following guidelines/procedures:

3. When inside the school, the ID Badge **MUST** be worn on a lanyard hanging from the student's neck in **PLAIN SIGHT** at **ALL** times, **NO EXCEPTIONS**. Replacement lanyards will be available for a \$2.00 fee.
4. Student ID Badges are not to be defaced or have any items placed on the front or back (i.e. stickers or pins).
3. Students **MUST** be wearing their ID Badge **BEFORE** they can enter **ANY** classroom. This will be monitored by the classroom teacher as part of their regular pre-class routine.
1. Students who come to school without an ID Badge **MUST** get a temporary ID Badge from the designated temporary ID Badge station. This will be monitored by administrators and counselors.
2. Temporary ID Badges will be assessed a \$1.00 fee; however, if the badge is not returned, a \$15.00 fine will be assessed until the badge is returned. The temporary badges **MUST** be obtained **BEFORE** the first class period of the day starts at 7:15 am. Students with 'late arrival' that do not bring their issued ID badge must obtain a temporary ID Badge **BEFORE** the beginning of their first class period of the day to avoid a detention assignment.
3. If a student has lost their ID Badge, a replacement will be given to them at a cost of \$15.00.

4. Repeated failure to appropriately, and visibly, wear a student ID Badge is considered **Insubordination** and/or **Failure to Follow Directions** and is subject to disciplinary action up to and including Detention, SAC, ISS and/or Suspension.

LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to a student. The school reserves the right to inspect all lockers. The student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause whether or not the student is present.

MOTOR VEHICLE PRIVILEGES

All students who operate a motor vehicle, to include a motorcycle, on school property are required to register their vehicles with the District by purchasing a student parking permit. Student parking permits must be renewed each school year.

Permits may be obtained at registration and at other times in the high school police office. Permits are \$20.00 from registration through the tenth day of school. The cost increases to \$25.00 after the tenth school day, unless the student is a newly licensed driver.

Students must show proof of a valid driver's license and proof of financial responsibility (liability insurance) at the time of the permit's issuance. Permit applications may be obtained from the high school front office, from the SFISD Police Department website, or from any campus police officer.

It is the student driver's responsibility to register his/her vehicle, and to display a valid parking permit for the current school year. Vehicles parked without a valid student parking permit may be towed at owner's expense

Parking Regulations:

1. Students parking on school grounds must have a valid driver's license and motor vehicle liability insurance.
2. Parking permits are to be placed on the windshield on cars, trucks, etc. with the number clearly visible, on the driver's side above the safety inspection sticker and vehicle registration sticker.
3. Parking permits on motorcycles are to be placed on the fender or gas tank.
4. The maximum speed limit in the parking areas must not exceed 15 miles per hour. Violators may be ticketed by police officers.
5. No one is to park in areas designated "NO PARKING" or in "STRIPED" areas.
6. Students parking on school property or within 500 feet of school property must be parked in the designated student areas.
7. Students are to park as straight as possible only in spaces that are marked for student parking.
8. There is no parking directly in front of the building entrances, on the bus loading/unloading zone, no parking zones, fire zones, loading zones except delivery and maintenance personnel.
9. Reckless driving on school property or within 500 feet of school property is strictly prohibited. Violators may be ticketed by police officers.

10. Students are not to carry any more passengers than the vehicle is designed to carry. Passengers should not ride in the backs of pickups on campus.
11. Students must vacate their motor vehicle immediately upon arrival at school and not be in, on, or around vehicles during school hours.
12. Unless approved by the principal or designee, vehicle permits are not transferable and shall not be used on any other vehicle or by any person other than the person to whom the permit is issued.
13. Report all accidents to the school police officer immediately, regardless of how minor the incident may be.

Penalties for parking/vehicle violations:

1. The principal or designee may nullify parking permits at any time for any reason.
2. Anyone in violation of parking/vehicle regulations may be restricted from bringing his/her vehicle on school property or may have the vehicle towed away at the owner's expense.
3. The principal or designee may also assign a student disciplinary penalties for parking/vehicle violations.

Authority

All vehicles are subject to search upon reasonable suspicion by school administrators or probable cause by police officers.

The school is not responsible for vandalism to vehicles parked on school property.

District Administrative Fines

The following schedule of fines applies to the following District administrative violations. All fines are subject to payment within 10 days of the citations issuance. After the tenth day, a late fee of five dollars shall be assessed.

Traffic/ Parking Violation	Fine
Failure to Display a current Parking Permit	\$20
Parking with parking decal improperly displayed	\$20
Failing to park within the lines of a designated space	\$20
Parking where prohibited by signs or markings	\$20
Parking in Bus Pad loading/ parking lanes or zone	\$20
Blocking a crosswalk or sidewalk	\$20
Parking in Violation of an Administration Directive	\$20
Blocking a driving lane	\$20
Parking in Tow-away Zone	\$20
Parking in a handicapped zone, ramp, or space	\$40

Parking in an area not designated a proper parking area	\$20
Failure to yield right of way to pedestrians	\$20
Driving on sidewalk or off road	\$20
Failure to obey traffic control officer or crossing guard	\$20
Failure to observe temporary parking, route, detour, or barricade markings	\$20
Alter, damaging, or moving traffic signs, markings, or signal devices	\$20
Failure to Stop at designated point	\$20
Failure to obey traffic control device	\$20
Unsafe Speed	\$20
Unsafe Start from a Stopped Position	\$20
Exhibition of Acceleration	\$20

Ticket Appeal Process

Administrative parking and traffic violations are subject to the appeals process afforded in Santa Fe I.S.D. Policy FNG (LOCAL), Students Rights and Responsibilities/ Student and Parent Complaints/Grievances.

Citations issued through the City of Santa Fe Municipal or Galveston County Justice of the Peace Courts, are subject to the appeals process afforded through the Texas Code of Criminal Procedure

PARENT DELIVERIES

Deliveries will not be received at Santa Fe High School for students. This includes balloons, flowers, food, drinks, etc. A student who has forgotten lunch, lunch money, and/or school supplies may have these items dropped off in the front office. The student should come by the office to pick up these items during passing period or lunch. Please refrain from bringing fast food type items.

PROHIBITED ITEMS/ELECTRONIC DEVICES

All confiscated items must be picked up by the parent or guardian. These items will not be returned to the student. Fines maybe assessed in accordance with the SFISD Student Code of Conduct. Additional consequences may be given.

SCHEDULE CHANGES

All schedule changes will be made in accordance with policy FDB (Legal) and Texas Education Code Section 26.003 and will be considered during the first two weeks (10 school days) of the fall semester and the first week (5 school days) of the spring semester for the following reasons only:

- A. Student is a senior not scheduled in a course needed for graduation.
- B. Student has already earned credit for a course in which he/she is currently scheduled.
- C. Student does not have the prerequisite (s) for a class listed on his/her schedule.
- D. Student has previously failed a course with the same teacher.
- E. Student has been dismissed from a program where approval must be granted for placement.

- F. Student does not have a full schedule.
- G. Data entry error (no lunch, class listed twice, free period, etc.) has occurred.
- H. Student needs remedial coursework for TAKS graduation requirements.
- I. Student is enrolled in a class that the student did not request **ONLY** if the course selection sheet was turned in on time. Designated timelines are determined during the course selection process in the spring.
- J. Leveling (balancing) of classes or other administrative changes if necessary.

Course Level Changes: Course level changes will be considered at the end of a grading period ONLY for each course that offers a different level of the same course (9w1, 9w2/Sem1, 9w3). To be considered for a transfer from a Pre-AP or AP course, the student

- Must attend AT LEAST three (3) tutorial sessions during a grading period, and
- Must have had AT LEAST one (1) student/parent/administrator conference with his/her teacher.

If these conditions are met, the student is earning less than a grade of 75, AND it is agreed upon by all that it is in the best interest of the student, that student will be considered for a change. Space availability in the receiving course will be a consideration for a course level change. If there is no space available in the requested course, the schedule change will be denied.

If a class change is granted, a student **MUST** meet attendance requirements to receive credit for another course per FEC (Legal & Local). Students must be enrolled four hours (5 classes) per day to be considered full-time high school students.

Senior students that enroll in a course that is not needed for graduation will be allowed to drop the course at the following times as long as the student will remain a fulltime student (5 classes):

- During the first two weeks (10 school days) of the fall semester and the first week (5 school days) of the second semester, or
- At the end of the first nine weeks of a semester (9w1 or 9w3), or
- At the end of the semester.

If a senior student drops a course at the end of the nine weeks or semester grading period, they are subject to all eligibility requirements as set forth by the University Interscholastic League (UIL) and must adhere to designated eligibility/ineligibility timelines (aka no pass, no play).

If there is no course level change for the student (i.e. AP Chem/AP Bio/AP Cal), but the student, parent, teacher and administer/counselor have met to determine it is in the student's best interest to be removed from the course. The student

- Must have attended AT LEAST three (3) tutorial sessions during a grading period, and
- Must have had AT LEAST one (1) student/parent/administrator conference with his/her teacher.
- Must complete any previous work he/she missed prior to being assigned in that class. The grade CANNOT transfer because it is two different courses with different TEKS.

The administrator/counselor will review the Tribal Guide and alternative choices. Then, present those choices to the student and parent at the conference in order for all to make an informed decision.

PROMOTION AND RETENTION

See district policy EIA.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, and migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact SFISD Director of Special Programs, Bonnie Haecker at bonnie.haecker@sfisd.org

STATE ASSESSMENTS

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS) and STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)/EOC (END OF COURSE)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills and STAAR: State of Texas Assessments of Academic Readiness).

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Students participating in UIL athletic competition may be subject to random steroid testing. The UIL has been directed to test a statistically significant number of student-athletes in grades 9-12 at approximately 30% of UIL member high schools. The selection process of schools and student-athletes will be random, and approximately 40,000-50,000 student athletes will be tested for anabolic steroids by the end of each school year. All testing dates will be unannounced, in keeping with the nature of the random steroid testing process. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html

STUDENT SPEAKERS

A student who is eligible and wishes to introduce a school event should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA (LOCAL).]

TARDINESS

Repeated instances of tardiness will result in disciplinary action, in accordance with the **Student Code of Conduct**.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

Textbooks are bar-coded and are issued directly to the student. **Students are responsible for their books at all times. If books are left unattended and are stolen or misplaced, students are still responsible for them. If they are left in a classroom, a car, a locker, etc., the student is still responsible for them.**

Students who withdraw from school must turn all textbooks into the librarian. The librarian must send a note clearing the student to the registrar before withdraw procedures may be complete.

Payment for lost books must be made to the bookkeeper. If a book is lost during the school year, it must be paid for before a replacement will be issued, credit given, or transcripts released. Students must pay the full price for the lost book regardless of how old the book is.

Students who are placed in DAEP are responsible for taking their textbooks with them and for keeping them in their possession at all times. Students must take their textbooks with them when they leave DAEP.