

The School of Liberal Arts and Science

Student Handbook
2009-2010

PREFACE

The School of Liberal Arts and Science Student Handbook contains information students and parents are likely to need to ensure a successful school year. This handbook is organized alphabetically by general topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board of Directors. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated via memos and other means to students and parents. These changes will generally supersede the provisions found in this handbook and those made obsolete by the newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

The back page of the handbook is to be read, signed by the parent and student, removed from the handbook and returned to school by Friday, September 3.

The School of Liberal Arts and Science does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The School of Liberal Arts and Science will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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SPANISH TRANSLATION

If you need something translated to Spanish, please contact the Principal.

Si usted necesita algo traducido al Español, por favor ponerse en contacto con la oficina del Director.

SECTION 1: CAMPUS PROCEDURES

BAD WEATHER/EMERGENCY SCHOOL CLOSING

In the event of bad weather, tune to local TV station NBC5 (Channel 5) or radio station WBAP AM (820) for announcements related to school closings. Holidays may be used as school make-up days for days lost due to bad weather or the school year may be extended; see campus calendar for designated make-up days.

CAFETERIA SERVICES

The School participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. To ensure that the school breakfast/lunch program runs smoothly, **all parents must return an application for free or reduced prices (regardless of income)**. Please return the application immediately. We will not be able to provide free or reduced meals until the application for your student(s) has been returned to our meal program administrator. **All students must pre-pay for their meals.** Information can be obtained from Julia Gomez at 214-946-9100. The full price of a breakfast will be \$1.25, lunch is \$2.25. The reduced price of a breakfast is \$0.30, lunch is \$0.40. We ask that parents/guardians pre-pay at least one week of meals by cash or money order. You may pay the school's registrar.

The cafeteria includes a hot lunch line. The school cafeteria is operated for the convenience and health of the students. Our menus meet the recommended dietary guidelines and are designed to reflect the students' diverse tastes. All students are required to eat in the cafeteria or designated area whether they buy or bring their lunches. If a parent/guardian desires to prepare his or her student's meals at home, please note that glass containers are prohibited for safety reasons. A microwave is not permitted use for student lunches. All school rules are to be followed in the cafeteria. Failure to follow school rules will result in disciplinary action.

- Stay in line and wait your turn.
- Cooperate with the teacher on duty.
- Speak quietly. A quiet voice shows poise as well as consideration for others.
- Before you leave:
 - Clean your table
 - Push in your chair
 - Leave the floor clean
 - Put cartons and napkins in the trash can

It is not only a place to enjoy the company of friends, but to practice good table manners, and to engage in quiet talking and good behavior. No student on lunch break is authorized to be in the building or classrooms, but is to remain in the cafeteria area during the duration of the lunch period. In keeping with the safe school campus, students throwing or tossing any food or other items in the cafeteria will be subject to disciplinary action.

CLOSED CAMPUS

Students attending The School of Liberal Arts and Science shall not leave campus during lunch or at any other time during the regular school day. The Principal shall consider special circumstances on an individual basis and only after having received prior written communication from a student's parent(s). Students leaving campus without administrative approval shall be subject to disciplinary action.

CLUBS AND ORGANIZATIONS

Student clubs and organizations may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. A club 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. Regarding matters of disciplinary action, the administration reserves the right to make the final decision.

COMPUTER RESOURCES

Computer Resources and Network Services Acceptable Use Guidelines

Access to computer resources and network services is now available to students at The School of Liberal Arts and Science. These services are a vital asset for accessing vast, diverse, and unique resources. Our goal in providing these resources is to promote educational excellence at the School of Liberal Arts and Science.

The School of Liberal Arts and Science has taken precautions to restrict access to controversial information with the use of filtering software. However, it is impossible to control all materials, and an industrious user may discover inappropriate resources. The administration believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the school. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their student should follow when using media and information sources.

A. General Use

- The use of an account must be in support of education and research and be consistent with the educational objectives of The School of Liberal Arts and Science.
- Do not give user passwords to any other individual or attempt to use anyone else's account.

- Students are prohibited from changing any computer settings and/or configurations.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers or networks.
- Students are not allowed to open computer cases (CPU's) or make modifications to computers.

B. Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private. Network administrators may review electronic communications and logs of internet sites visited to verify appropriate use.
- Use network etiquette by communicating politely with appropriate language. Abusive messages to others, swearing, and use of vulgarities and other inappropriate language are not permitted.
- Do not reveal personal information, except with a teacher's permission or to request college information.
- Do not reveal names, personal addresses and/or phone numbers of others.
- If a user identifies or has knowledge of a security problem on the network, the user must notify the teacher immediately. The security problem should not be shown or demonstrated to other users.
- Photos of students are permitted; however, no information providing individual identification should be included.
- Students are to visit only internet sites that are appropriate for students and support school learning objectives.
- Students are to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate, including pornographic material or bomb threats.
- Students must not respond to any electronic messages that are inappropriate.
- Students are prohibited from pretending to be someone else.
- Students are prohibited from transmitting and/or displaying obscene messages or pictures (pornography).
- Students may not access or download any programs, files, or information without permission from a teacher.
- All Web pages created for a The School of Liberal Arts and Science Web site must be submitted to the campus administrator or designee for approval, and can be posted only by the campus Web Master.

C. Computer Ethics

- Students are expected to observe copyright law in their use of electronic media.
- Transmission of any material in violation of any U. S. or state law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Illegal activities are strictly prohibited.
- Use for commercial activities is not acceptable.
- Use for product advertisement or political lobbying is also prohibited.

- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files using prime time; sending frivolous mass e-mails, such as chain letters; annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the School of Liberal Arts and Science network, or other networks that are connected to the The School of Liberal Arts and Science services. This includes, but is not limited to, the uploading or creation of computer viruses.

Consequences

Violation of the Rules of Acceptable Use may result in disciplinary action, possibly including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the campus administrator in consultation with the Technology Department.
- Detentions
- Suspension
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

CONFERENCES

Students and parents may expect teachers to request a conference:

- 1) If the student is not maintaining passing grades or achieving the expected level of performance,
- 2) If the student presents any other problem to the teacher,
- 3) In any other case the teacher considers necessary.

The administration encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher or Principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

DISTRIBUTION OF MATERIALS/DOCUMENTS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher, the Principal, DOE, and/or CEO.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the Principal, DOE, and/or CEO and in accordance with campus regulations.

All such material over which the administration does not exercise editorial control and that is intended for distribution to students shall be submitted to the Principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the DOE. Material not approved by the DOE within three days is considered disapproved.

EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. A student participating an extra curricular activity will be suspended from participation after grading period in which the student received a grade lower than a 70 on a scale of 100 in any academic class. This suspension continues for six weeks. The grades will be subsequently reviewed at the end of each six week period. The suspension will be removed if the student's grade is equal to or greater than 70.
2. Students shall be limited to no more than ten activity related absences per year per period in order to participate in school related or school-sanctioned activities on or off campus.
3. An ineligible student may not practice or rehearse.
4. A student who misses a class because of participation in an activity that has not been approved will be regarded as an absence.

Sponsors of student clubs and performing groups such as the band, choir, and FBLA 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.

FEEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies and may be required to pay certain fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education apparel.
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments.
7. Instrument rental.
8. Fees for damaged school-owned equipment.

FUND RAISING

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval and under supervision of the project sponsor. All fundraising projects shall be subject to the approval of the DOE and CEO. Student participation in approved fundraising activities shall not interfere with the regular instructional program.

GRADING

The school year is divided into two semesters of three (3) six week periods each.

The minimum passing grade for all classes is 70. Numerical scores shall be used for state approved courses and shall be used in determining promotion or course credit. Maintenance of a grade of 70 or the equivalent is required for participation in extracurricular and other activities.

Students who receive a failing grade will be required to attend mandatory tutorials. Individual teachers grading policies may vary. Students will be notified in writing of each teacher's policy.

At least once every six weeks, the school shall give written notice to parents of students' grades in each class or subject. The notice shall provide for the signature of the parent and must be returned to the school. At the end of the first three-weeks of a grading period, the school shall provide notice of progress to the parent of a student whose grade average in any class is lower than a 70 or whose grade average is deemed borderline by the school. Three-week progress reports are to be signed and returned to school within 5 days.

Parents requesting grades of their student not living with them need to submit 12 self-addressed stamped envelopes to the registrar at the beginning of the school year.

HOMEWORK POLICY

Your student will be given homework assignments periodically in addition to any class work that was not completed. The homework guidelines are as follows:

Each student is responsible for completing the assignments and for turning them in on time.

Each student in grades 4 – 10, will be issued a planner where all assignments are to be written. If this planner is lost, a fee will be assessed for a new one. Homework is instrumental to a student's progress; below are some suggestions for ways you can help your student.

- Make homework rules together with your student. Decide when and where the homework will be completed. Set consequences if the homework is not completed.
- Provide a quiet place for your student to do homework, such as a desk or the kitchen table.
- Make sure there is sufficient light and that distractions are limited.
- Give your student a healthy snack before he/she begins homework.
- Do the homework in increments of 20 minutes, then take a 5-minute break.

- Encourage your student to work independently. Assist as needed.
- Give your student positive words of encouragement, such as “I am proud of you” or “I knew you could do this all by yourself!”

Please feel free to contact your student’s classroom teacher if you have any questions about homework.

LOST AND FOUND

A lost and found department is maintained in the office. Students losing personal property may inquire there. Lost items not claimed by Christmas and the end of school will be donated to a charitable organization.

MAKE-UP WORK

Students will be allowed one day of make-up for every day of absence provided they are not in violation of the attendance mandate. Should a violation of this nature occur, the attendance committee will decide the status of make-up work. Students will not be given make-up work prior to an absence unless circumstances dictate an extended period of absenteeism due to unusual circumstances beyond the control of the student and/or parent. Such a situation must be coordinated through the school Principal by the parent with all work to be picked up and delivered according to mutually agreed upon deadlines. All make-up work, except under extenuating circumstances, must be completed by the end of the six (6) week grading period. No semester tests are allowed to be taken before the scheduled semester test.

ELECTRONIC/ENTERTAINMENT DEVICES

Students shall not possess an electronic entertainment device, including cellular telephones, during the instructional hours at school. These devices include, but are not limited to, cell phones, pagers, MP3 or other music players. Students may possess these devices outside of the instructional hours and outside of the instructional buildings. If a student is found to be in possession of one of these devices during a prohibited time or place, it will only be returned to the student’s parent/legal guardian and a \$15.00 administrative fee will be assessed according to TEC 7.082.

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent, or student consent if 18 or older, will be requested if information regarding the following is part of the survey, analysis, or evaluation:

1. Political affiliation.
2. Mental and psychological problems potentially embarrassing to the student or family.

3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has Close family relationships.
6. Legally recognized, privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Income, other than as required by law, to determine eligibility for participation in a program for receiving financial assistance under such program.

SEXUAL HARASSMENT

The school believes that every student has the right to attend schools and school-related activities free from all forms of discrimination on the basis of sex and sexual harassment. The school considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously with respect of the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by work, gesture, or any other intimidating sexual conduct including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the Principal or designee, or the CEO, who serves as the School's Title IX coordinator for the students.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the Principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The Principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be complete within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within 10 days, may request a conference with the CEO or designee by following the procedures set out in the Board Policy. If the resolution by the CEO or designee is not satisfactory, there is no further appeal.

SPECIAL EDUCATION

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

If a student is experiencing learning difficulties, the parent may contact the person listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including 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.

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

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

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

Contact Person: _____ Building Principal _____

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. This record moves with the student from school to school.

Certain information about students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parents object to the release of any or all directory information about his/her student. This objection must be made in writing to the Principal within ten school days after the issuance of this notice. Directory

information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, awards received in school, and most recent school attended.

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

1. The parents or legal guardian(s) of the student.
2. School staff members who have what federal law defines as a "legitimate education interest" in a student's records.
3. Various governmental agencies or in response to a subpoena or court order.
4. A school to which a student transfers or in which he or she subsequently enrolls.

TELEPHONE/MESSAGES

Students are not to use the school phone except by permission, and then only in cases of a definite need. Students are not to receive calls at the school. No messages will be taken for students unless it is from a parent or legal guardian. Classes will not be interrupted except in extreme cases of emergency. The office will not be responsible for items brought to the office for students.

TESTING

Texas Assessment of Knowledge and Skills (TAKS)

The Texas Education Agency requires the TAKS test be administered to all eligible students in the third through eleventh grades. The test is designed to assess mastery of the state curriculum, Texas Essential Knowledge and Skills. Section 28.0122 of the Texas Education Code specifies grade advancement requirements for fifth grade TAKS Reading and Math, and eighth grade TAKS Reading and math.

TEXTBOOKS

Textbooks are issued by the school but remain the property of the State; therefore, they must be kept clean and in good condition at all times. The student shall pay for marked, damaged, or lost books. When issued to a student, textbooks are in the student's charge and the student will be held liable for loss or damage. Book covers are provided at no charge to the student and expected to be used at all times. When a student is issued a textbook, his or her name should be written in the book in black or dark blue ink. All book numbers are kept by the subject teachers and textbook computer. A lost book must be paid for prior to the student receiving a new one. If a book should be found after it has been paid for, the pupil may be refunded the money upon presentation of the receipt issued at the time of payment. A student whose textbook is not returned will not be issued any school textbooks until the records are cleared. If books are not returned, the school may withhold student records.

VISITORS

Visitors of school age are not permitted to visit school during school hours or visit with students during school hours. Parents and other visitors are welcome to visit school schools. All visitors must first report to the school's office, sign in and receive a visitor's badge. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval and clearance through a criminal background check, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The Principal is authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any authorized person(s) engaging in unacceptable conduct to leave the school grounds.

VOLUNTEERING

Parents/guardians are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground and assisting with school events. In addition, parents/guardians are encouraged to contribute their time and talents to organize extra-curricular activities and community outreach projects.

All volunteers must complete an Application for Volunteers and have a criminal background check. The check is valid for one academic school year, but will be periodically updated. All background checks and applications must be completed and on file at the administration building at least five business days before the event/field trip for which the parent is volunteering their participation. Volunteers must follow all policies and procedures defined by the administration, which reserves the right to relieve any volunteer of his or her responsibilities.

SECTION 2: STUDENT DISCIPLINE

STUDENT CODE OF CONDUCT

The Code of Conduct is in force during regular school hours; at all school-related functions where school personnel have responsibility for students, and while students are going to and coming from school on school transportation.

A complete copy of the Student Code of Conduct is attached. Additional copies may be obtained from the school office.

CONDUCT GRADES

Conduct grading is as follows:

E=Excellent - The student has an excellent attitude. He/she is very cooperative and never has to be corrected. He/she conforms to all school rules and regulations and contributes to the class-learning situation.

S=Satisfactory - The student's behavior is generally acceptable.

N=Needs Improvement - The student is consistently uncooperative and his/her attitude is unsatisfactory. Parents will be contacted.

DISCIPLINE

Students who violate the school's Student Code of Conduct shall be subject to disciplinary action. The school's disciplinary options include using one or more discipline management techniques, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. The Principal, DOE, and/or CEO can provide more information about the school's Student Code of Conduct, which will be provided to the student.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the School to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to school property.
- Uses force, violence or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Disrupts classes while on school property or on public property that is within 500 feet of school 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; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in school vehicles.

DRESS CODE POLICY

It is the philosophy of The School of Liberal Arts and Science that the school is responsible for the total development of each student enrolled within its schools. This total development includes the training of students in social and moral standards, ethical conduct, good manners, and good grooming as well as the teaching of academic subjects. With this philosophy in mind, the Board has approved the following dress code. The courts have reaffirmed and upheld a school board's authority to regulate dress and grooming within the schools that the board serves.

These guides apply to all students enrolled in The School of Liberal Arts and Science and at both the elementary and secondary levels. Sponsors of extra/co-curricular activities may, at their discretion, establish grooming guides for students involved in such activities that are more stringent.

Decisions regarding dress and grooming are administrative decisions, and the decision of the CEO is considered final.

A higher standard of dress encourages great respect for individual students and others. It will result in a higher standard of behavior. Our dress code guidelines listed below clearly indicate what appropriate school dress is for normal school days. All students are expected to follow these guidelines at all times while on campus. The administration of The School of Liberal Arts and Science **reserves the right to interpret these policies during the school year, as amended by the Board.**

Students out of uniform will be sent to the office. Parents/Guardians will be called to bring appropriate school uniform before the student can go back to his/her classroom. If the problem persists, a parent/guardian conference will be necessary.

All of the items listed below can be purchased through Southwest School Uniform Company (972) 223-5469, Levine's, or www.frenchtoast.com . They will take your order and payments.

DRUGS

The School of Liberal Arts and Science will continue to use contraband detecting canines. Personal belongings of the student taken into the classroom shall be subject to inspections. Ammunition, any type of knives, tobacco products, chemical dispensing devise (even a small chemical dispenser sold commercially for personal protection), alcohol and illegal narcotic substances confiscated will not be returned. Possession of firearms on school property is an expellable offense by state law. Firearms will not be returned to the parent. Firearms will be turned over to law enforcement officers.

DRUG OR ALCOHOL USE

Any student found in possession of, or under the influence of marijuana, any narcotic, hallucinogen, hypnotic, or any chemical, alcohol, or stimulant not prescribed by a licensed physician will be suspended or expelled in accordance with policy.

State law requires that any medication sent to the school with a student must have a note accompanying the medication stating what the medication is and why it is to be taken. Any prescription drug or over-the-counter drug must be in the original container and properly labeled. All medications are to be kept in the Nurse's office and students must come to the office to take medication.

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

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Abusive use of glue, aerosol can, liquid paper, or any other chemical substance for inhalation.
4. Any other intoxicant, mood changing, mind-altering, or behavior altering drugs prohibited Under the Texas Controlled Substance Act of Federal Drug Abuse Prevention Control Act.

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

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

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

GRIEVANCES BY STUDENTS/PARENTS

Usually student or parent concerns can be addressed simply by a phone call or a conference with the teacher. For those concerns that cannot be handled so easily, a parent or student should first discuss the complaint with the campus Principal. If unresolved, a written complaint and a request for a conference should be completed and submitted to the appropriate DOE at central administration.

INTERROGATIONS AND SEARCHES

Searches and interrogations of the student and his/her property may be conducted based on a reasonable suspicion of the presence of an item violating Board Policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. School administrators may search a student or a student's property

upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given.

Searches of students' outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath
2. Present inability to communicate
3. Dilated pupils
4. Odor of marijuana
5. Habitually sleeping in class
6. Bloodshot eyes
7. Canine alert on one's locker, books, car, etc.

LAW ENFORCEMENT AGENCIES

QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The Principal 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.
2. The Principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the Principal considers to be a valid objection.
3. The Principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a student abuse investigation.

STUDENTS TAKEN INTO CUSTODY

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

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. 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.

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. Because the Principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

NOTIFICATION OF LAW VIOLATIONS

The school is also required by state law to notify all instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

VANDALISM

Students and their parents are responsible for willful destruction or damage to school property. Financial reimbursement to the school for vandalism is required. Paying the school for vandalism does not exempt the student from punishment for vandalism or criminal prosecution.

SECTION 3: STUDENT ATTENDANCE

In Texas, students between the ages of 6 and 18, depending on when the student's birthday falls, are required to attend school unless otherwise exempted by law.

By law, school employees are required to investigate and report violations of the state compulsory attendance law. School attendance officers are required by law to refer to juvenile court or a justice court any truant pupil with voluntary absences from school of ten days in a six month period, or three or more days in a four-week period to file a complaint against persons with parental control for thwarting the compulsory attendance law. Both the student and the parent can be prosecuted for truancy. By state law, students must attend school until their eighteenth birthday.

In order to receive credit in a class, students must be in attendance for at least 90 percent of the number of days the class is offered. Students who are in attendance for fewer than 90 percent of the days the class is offered shall not be given credit for the class unless an attendance committee finds that the absence(s) are the result of extenuating circumstances. It is the responsibility of the student and parent to make an appeal to the attendance committee for the awarding of credit.

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

1. An absence based on personal sickness, sickness or death in the family, doctor's visit, weather or road conditions making travel dangerous, or any other unusual cause accepted by the CEO.
2. Days of suspension.
3. A migrant student's late enrollment or early withdrawal.

When returning to school after an absence, a student must bring a note to the office signed by the parent that describes the reason for the absence. If the note is forgotten the student will have two days after he/she returns from an absence to bring a note, **NO EXCEPTIONS**. Please note that even when a student is sent home sick or is signed out by a parent or guardian, a note with the parent's signature is required. Notes signed by the student, even with the parent's permission, will be considered forgery and the student will be disciplined.

A student who must leave school during the day must bring a note to the office from his/her parent or guardian that day. Students who become ill during the school day will be referred to the school's nurse or the office of the building administrator. Students that have to be absent from school for a doctor's appointment must have documentation of the appointment.

Students must be signed in or out at the office when leaving or arriving at the campus anytime after classes have begun. Parents must sign the student in or out.

Students who are absent from school for any reason will not be allowed to participate in school-related activities on that day or evening without approval from the Principal.

Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. (see TRUANCY)

Tardies: Please consult the campus tardy policy,

TRUANCY

All students are expected to be in school unless they have parental approval to be absent. Any absence that occurs without the knowledge and approval of the student's parent(s) is truancy. Attendance is primarily student and parental responsibility. When a student is truant, a parent conference will be held with the school Principal before the student may be allowed to return to school. (Leaving school with school authorities' permission and not signing out in the office is considered truancy.) Under the State Compulsory Attendance Law, truancy may result in court action for a student and parent(s). Students leaving class without teacher permission and students cutting class are also considered truant and will be subject to disciplinary action.

Parent Contributing to Truancy: Texas Education Code Section 25.093

(a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the student to attend school as required by law, and the student has absences for the amount of time specified under Section 25.094, the parent commits an offense.

(b) The attendance officer or other appropriate school official shall file a complaint against the parent in a justice court of any precinct in the county in which the parent resides or in which the school is located, or in a municipal court of the municipality in which the parent resides or the school is located.

(c) An offense under Subsection (a) is a class C misdemeanor. Each day the student remains out of school may constitute a separate offense.

Warning Notice: Texas Education Code Section 25.095

(a) A school shall notify a student's parent in writing at the beginning of the school year that if a student is absent from school on 10 or more days or parts of days within a six month period in the same school year or on three or more days or parts of days within a four-week period:

(1) the student's parent is subject to prosecution under Section 25.093; and

(2) the student is subject to prosecution under Section 25.094.

(b) A school shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:

(1) inform the parent that:

(A) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and

(B) the parent is subject to prosecution under 25.093; and

(2) request a conference between school officials and the parent to discuss the absences.

(c) The fact that a parent did not receive notice under subsection (a) or (b) does not create a defense to prosecution.

(d) In this section, "parent" includes a person standing in parental relation.

TARDY POLICY – LOWER SCHOOL

Progressive Consequences:

First/second tardy: Student is given a verbal warning when signing in at the office.

Third tardy: A form letter will be sent home to parents and signed by the principal. The letter must be signed by the parent/guardian and returned to campus. A copy of the letter will go into the student's campus folder.

Fourth tardy: A phone call to the parents will be made by the campus principal. An after school detention period of up to 30 minutes may be assigned at the principal's discretion.

Fifth tardy: A parent/principal conference will be held. After school detention and/or Saturday detention may be assigned at the principal's discretion. Parents may be required to attend detention sessions with the student. The length of the detention shall not exceed one hour.

Without exception, students with one or more tardies will not be allowed to participate in special events designed to reward punctuality (such as "No Tardy Parties").

For purposes of "progressive consequences," tardies will reset each six weeks.

TARDY POLICY – UPPER SCHOOL

There are two separate and distinct categories of tardiness for Upper School students: *Campus Tardy & Transition Tardy*.

○ **Campus Tardy:**

- The Campus Tardy is defined as a student who is not seated in his/her assigned first period class when the bell rings at 8:00. Whether a student arrives on campus at 8:02 or 9:45, s/he is considered a Campus Tardy.
- The classroom teacher will record any student not in class at the 8:00 bell as absent; the campus registrars will be responsible for changing the PowerSchool attendance record for the student.
- All Campus Tardies are processed through the campus office staff. It is the responsibility of the office staff to a) document and track the occurrence and frequency of the tardy, b) assign the specified punishment (per Principal direction), c) communicate to the campus registrar the arrival of the student, and d) provide the student with an official campus tardy pass.
- Teachers are instructed not to allow any student into first period class without the official campus tardy pass.
- The consequences for repetitive Campus Tardies will be administered by the campus Principal in accordance with the approved Tardy Policy.
- The following consequences will govern 8:00 A.M. tardies:
 1. 1st Occurrence Parent Notification
 2. 2nd Occurrence Parent Notification – Detention Warning
 3. 3rd Occurrence Parent Notification, 30-minute Principal Detention
 4. 4th Occurrence Parent Conference, 1-hour Principal Assigned Detention
 5. 5th Occurrence Parent Conference, 2-hour Principal Assigned Detention
 6. 6th Occurrence Parent Conference, 1-day Suspension
 7. 7th Occurrence Parent Conference, 2- day Suspension
 8. 8th Occurrence Parent Conference, 3-day Suspension

All consequences are per six weeks grading period; chronic repetition of campus tardies will be addressed in conference with the parents and student in question, campus principal, and appropriate Director of Education.

○ **Transition Tardy:**

- The Transition Tardy is defined as a student who does not make the transition from one period/class to the next in the allotted time, as determined by the tardy bell.

- Transition Tardies are considered Category A behaviors, and will be disciplined by the classroom teacher according to the campus progressive discipline plan. At a student's fourth transition tardy to an individual class in a six weeks period, or his/her eighth transition tardy to that class in a semester, the situation is considered a Category C behavior and is referred to the campus principal for administrative intervention.

STUDENT HEALTH

CLINIC PROCEDURES

A student who becomes ill during school hours is to report to the teacher who will send the student to the nurse. No student is allowed to go home without the parent or emergency contact being notified. Students are not permitted to call parents asking to go home; such calls are to be made by the nurse or other school personnel. A health care provider is on duty or on call at all times for emergencies. Students are not permitted to go to the nurse without a pass issued by their teacher.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/administrator so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school if the disease is contagious. These include: Chickenpox, Common Cold with fever, Diphtheria, fever of 100.4 or greater, Viral Gastroenteritis, Head Lice, Type A Viral Hepatitis, Impetigo, Influenza Measles (Rubella), German Measles (Rubella), Bacterial Meningitis, Viral Meningitis, Mumps, Pink Eye, Polio, Ringworm of the scalp, Salmonellosis, Scabies, Shingellosis, Strep Throat, Scarlet Fever, Tuberculosis, and Whooping Cough. The guidelines adopted by the commissioner of health should be used to determine the appropriate time for exclusion or re-entry into school. Students with AIDS/HIV infection shall be excluded when a medical advisor determines that open sores or skin eruptions, behavior, or lack of toilet training pose a risk to others, or cases of measles, rubella, or chickenpox are occurring in the school.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary to remain current.

HEAD LICE

No student may remain in school with live lice and only may return to school after treatment with pediculicide and nits are removed. Student will be checked by school nurse or designee before being allowed back into the classroom.

IMMUNIZATIONS

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 Health, Immunization Division, can be honored by the School. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be 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 any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

MEDICINE AT SCHOOL

Authorized school employees may administer prescription and nonprescription medication in accordance with legal requirements. No prescription type drug or treatment shall be administered by the school nurse or any other employee of the school without specific written authorization of that student's parent or a prescribing physician or dentist, nor shall neither the school health nurse nor any school employee monitor a student's use of a prescription or nonprescription drug without specific written authorization. All prescription and nonprescription medication must be in its properly labeled container kept in the office or nurse's station.

A student may possess and self-administer asthma medicine on school property or at a school related event if the student has written permission from the student's parent and the student's physician or licensed health provider. The student's physician statement must be kept on file in the school nurse's office of the campus the student attends.

PHYSICAL EXAMINATIONS

The school nurse conducts annual vision, auditory, and dental screenings and makes parents aware of any problems found during these examinations. The school shall comply with all state requirements.

TITLE IX NON-DISCRIMINATION STATEMENT

The School of Liberal Arts and Science does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The School of Liberal Arts and Science CEO has been designated to coordinate compliance with these legal requirements.

Randy Shaffer, CEO
P.O. Box 5129
Dallas, Texas 75208

Student Last Name: _____ **First Name:** _____
Grade: _____

**STUDENT AND PARENT ACKNOWLEDGMENT
AND RECEIPT OF STUDENT HANDBOOK
FOR 2009-2010**

We understand and consent to the duties and responsibilities outlined in the The School of Liberal Arts and Science Student Handbook.

Printed student name: _____

Student signature: _____

Date: _____

Printed parent name: _____

Parent/Guardian signature: _____

Date: _____

DIRECTORY INFORMATION RELEASE
AND ACKNOWLEDGEMENT FORM

My student and I have received a copy of the School of Liberal Arts and Science Student Handbook for 2007-08. I understand that the handbook contains information that my student and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Education Rights and Privacy Act and state law require that “directory information” on my student be released by the School to _____ anyone _____ who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the school will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my student, unless I direct the school not to release this information without prior written consent, as indicated below. This objection must be filed with Principal within ten school days of my student’s first day of instruction for this school year.

Directory information includes my student’s:

- Name
- Address
- Telephone listing
- Date and place of birth
- Photograph
- Dates of attendance
- Grade level
- Enrollment status
- Honors and awards received in school
- Most recent previous school attended
- Email address

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the school not to release without my prior written consent.

Printed name of student: _____

Date: _____

Signature of student: _____

Printed name of parent: _____

Date: _____

Signature of parent/guardian: _____