



# Southwest Middle & High School



## Parent & Student Handbook 2010-2011

### **Vision**

To be THE school of choice

### **Mission**

To promote student success  
(through meaningful work & relationships)

# Who's who?

## Southwest Schools

***Spyros Catechis, Ed.D.***

*Chief Executive Officer*

*Founder*

***Janelle James***

*Superintendent*

## Southwest Middle & High School

***Rosalinda Mercado-Garza, Ph.D.***

*Principal*

***Anthony Steubing***

*Dean of Instruction*

***Edna Green***

*Dean of Operations*

***Jesus Zepeda***

*Dean of Students*

***Veronica Perez***

*Secretary*

***K. Blair LaPlante***

*Registrar*

***Ada Garcia***

*Child Nutrition Program/ Attendance Clerk*

# Southwest Middle & High School

## Parent & Student Handbook

The Southwest Middle & High School Parent & Student Handbook was developed to acquaint students and parents with the school's programs, policies, and expectations. It is important that each student understand both school regulations and school policy and parents/guardians encourage children to follow rules and regulations as we continue to provide an environment conducive to effective teaching and learning.

## CAMPUS PROCEDURES

### A

#### **ASSEMBLIES/AUDITORIUM PROGRAMS**

Students are required to conduct themselves appropriately in assemblies. Students who are tardy or who do not abide by the rules of conduct during an assembly will be removed from the assembly and are subject to disciplinary action.

#### **AWARDS**

Southwest Middle & High School takes pride in the achievements of its students. An award ceremony will be held at the end of the school year. These include, but are not limited to the Honor Roll, Attendance Award, and the Citizenship Award for outstanding community service. Additional awards will be named, as well.

##### Honor Roll:

In order to be eligible for the Honor Roll, students must have earned no lower than A's and B's in their classes.

##### Attendance Award:

Students will receive an Attendance Award if they have one hundred (100) percent attendance in the prior semester and do not have tardies.

##### Citizenship Award:

Students qualify for the Citizenship Award by their contribution to community service. This service may include efforts spent towards community, mentoring, and tutoring activities.

### B

#### Birthday Celebration Guidelines

Students must have approval from Dean and obtain permission within 48 hours of birthday celebration. Only store purchased items are allowed to be delivered and distributed to participating students.



## BELL SCHEDULES

### Middle School

#### Monday – Thursday

Period	Begin	End
<i>Homeroom</i>	7:55	8:09
First	8:09	8:59
Second	9:02	9:52
Third	9:55	10:45
Lunch**	10:48	11:48
Fourth++	11:51	12:51
Fifth	12:54	1:44
Sixth	1:47	2:37
Seventh	2:40	3:30

#### Friday

Period	Begin	End
<i>Announcements</i>	7:55	8:05
Seventh	8:08	8:38
Sixth	8:41	9:11
Fifth	9:14	9:44
Second	9:47	10:17
Third	10:20	10:50
First	10:53	11:23
Lunch	11:26	11:56
Fourth	11:59	12:30

\*\* 1st 30 Minutes of Lunch designated for Flex Tutoring.

++ The last ten minutes of 4th period is designated for Literacy components.

Teachers with a 4th period conference time will have a 50 minute meeting per week in addition to monthly required department meetings.

*Italicized* denotes that students will report directly to **1<sup>st</sup> period for Homeroom Monday – Thursday,** and **7<sup>th</sup> period for Announcements on Friday.**

### High School

#### Monday – Thursday

Period	Begin	End
<i>Homeroom</i>	7:55	8:09
First	8:09	8:59
Second	9:02	9:52
Third	9:55	10:45
Fourth++	10:48	11:48
Lunch**	11:51	12:51
Fifth	12:54	1:44
Sixth	1:47	2:37
Seventh	2:40	3:30

#### Friday

Period	Begin	End
<i>Announcements</i>	7:55	8:05
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# C

## **CAFETERIA**

Students are expected to conduct themselves in an orderly fashion in the cafeteria. Tables must be cleaned and all trash must be thrown in the trash receptacles. Students may eat lunch in the cafeteria or in designated areas only.

Under no circumstances are students to go into the parking lot during the lunch period or any other time during the school day. Students are not allowed to sit in cars or to go to their cars at any time without permission of an Administrator. Parents may bring their child a lunch, but they cannot bring lunch for any student who is not their child.

## **CLOSED CAMPUS**

The campus of Southwest Middle & High School is closed and no student following his/her arrival shall leave the campus except in emergencies approved by the office.

Students may not bring visitors to school to attend class or to have lunch. Parent/Guardians may observe classes or have lunch with their child with the approval of the Dean. All visitors must sign in at the main office for a visitor's pass.

## **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. If the violation of an organization's rules occurs that is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Some organizations include: National Honor Society, Junior National Honor Society, Student Council, and Yearbook.

## **COMPUTER ACCESS**

Only students who have been authorized by the school and are under direct supervision of designated school employees are permitted to use a School computer or to access any local network or outside telecommunications services such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the School Acceptable Use Form acknowledging their responsibilities and the consequences of violations. For a violation of the acceptable use policy, the teacher or other staff member will report the violation in writing to the Dean's office.

## **CONFERENCES/CONCERNS/COMPLAINTS**

Southwest Middle & High School will schedule four parent-teacher-student conference sessions where we can meet to discuss the academic concerns of their child(ren), who is (are) not meeting the passing standards. Look at the master school calendar for those dates and times.

Students or parents who have questions or a concern should first address the problem with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the teacher and a Dean. If the outcome of this discussion is not satisfactory, a conference with the Principal may be requested.

Parents wishing to set up a conference with a teacher may do so by contacting the school secretary. Teachers are available for conferences and to return phone calls during their conference periods, before and after school. Parents who want to meet with all of their child's teachers can request a conference before or after school. Parents should report to the office when arriving for any conference. Visitors are not allowed to go directly to a teacher's classroom or to interrupt instruction. Teachers may also be reached by e-mail.

Parents desiring a conference with the Principal or Dean may contact the office to schedule an appointment. If not satisfied at that level, the parent may request a conference with the Superintendent or designee. Ultimately, a student and/or parents may appear before the Board of Trustees in accordance with Board policy.

A concern regarding the placement of a student with disabilities who is not eligible for special education or a concern about school programs and services available to the student should be brought to the attention of the Principal and/or the Director of Special Education.

## **CONFISCATED ITEMS**

The school requests the cooperation of students and parents in refraining from bringing inappropriate or illegal items to school, such as: laser lights, laser pointers, water guns, knives or other weapons, and toys or other items that could disrupt the educational environment or items that campus administrators direct students not to bring on campus. Appropriate disciplinary action will be taken against any student in possession of inappropriate/illegal items on campus. The item or items will be confiscated. *Clothing items of inappropriate color will be considered confiscated items.*

## **PROHIBITED MISCELLANEOUS ITEMS**

School personnel may confiscate the following items:

1. Hats, caps, head coverings of any kind, or sunglasses.
2. Hats that are required for a school activity will be an exception.
3. Headbands and bandanas tied from the forehead to the back of the head.
4. Jewelry or accessories with inappropriate lettering, decorations, or advertisements.
5. "Walkman" type headsets, radios, IPOD's, MP3's, CD Players, recording devices, electronic games, noise making devices, wallet chains, and skateboards.
6. Large book bags, athletic type bags, and duffel bags will not be allowed in the classroom.
7. Toys, water guns, water balloons, dart guns, etc.
8. Accessories identified as gang related.
9. Laser pointers or laser lights of any kind.
10. Any other item that disrupts the normal operation of the school including cell phones that are not turned off or out of sight during the instructional period.

# **D**

## **DELIVERIES TO STUDENTS**

The delivery of flowers, balloons, gifts, cookies, etc. to school during the school day is not allowed. These items will not be sent to students during class time, and the school will not accept responsibility for any items left on school property by a delivery company or individual. However, if students arrive with these items, they can carry them, as long as they do not interfere with instruction. Food should be delivered during the lunch period only. Food will not be delivered during the instructional period.

## **DISTRIBUTION OF MATERIAL/POSTING OF SIGNS**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher sponsor and the campus Principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed by anyone without the approval of the Principal and in accordance with campus regulations. All material intended for distribution to students that is not under the School's editorial control must be 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 disapproved.

# E

## **ELECTRONIC DEVICES AND CELLULAR PHONES**

Radios, headphones, cell phones, tape players, CD players, IPOD's MP3's, electronic games, or other electronic instruments that could be disruptive are not permitted on campus. Cameras are not allowed on campus, unless you are a member of the Yearbook Club. If brought on campus, these items may be confiscated. A student shall not activate or use a cellular phone on school grounds during school hours. A student may possess and use a cellular phone before or after normal school hours. Any confiscated items may or may not be returned to a parent or guardian, after a conference with the administration.

**If a student violates the cell phone policy, their cell phone will be confiscated.** A fee of \$20 will be charged directly to the student who using the items and others during instructional time. *All Confiscated items will be placed in a locked storage area on school property. Southwest Middle & High School is not responsible for any theft or destruction of confiscated items that are placed in locked storage.*

## **EMERGENCY SCHOOL CLOSING INFORMATION**

Stay tuned to local radio and television stations for information about school closing during inclement weather and other emergency situations. Information on overnight weather closings can be obtained through local TV and radio outlets, the Southwest Middle & High School website ([www.swschools.org](http://www.swschools.org)) and/or messages that may be placed on the Southwest Middle & High School phone line (713-954-9528).

### Disaster Drill:

Students will hear an announcement over the public address system announcing the drill. Students will move into the halls or other secure areas of the building. An alarm tone will signal the return to class. The Principal and/or security personnel will notify students when it is safe to return to the classroom. In case of severe weather without warning (tornado, high winds, etc.), teachers are to move students away from windows. Students are to drop to the floor, protect their heads, and follow instructions.

### Fire Drill:

An alarm will be sounded for students to leave the building with their teacher and walk outside to the designated safe areas. While outside, students are to remain quiet and calm. Students are expected to stay with their classmates and teacher. Students will hear an alarm tone over the public address system signaling the return to the classroom. Students will at all times return to class in an orderly manner. In case of a power failure, only the fire alarm buzzer will sound. The administrative team will notify teachers and students when it is safe to re-enter the building. A map indicating exits will be posted in each room.

### Shelter in Place Drill:

Students and teachers will hear an announcement over the public address system announcing the drill. Students will move to a secure area in the room, as directed by the teacher. The Principal will notify teachers and students when it is safe to move about the room.

## **EQUAL EDUCATION OPPORTUNITIES**

No employee of the district shall, when acting in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

# F

## FREE & REDUCED LUNCH PROGRAM

Free lunches may be provided for children of families who are in need. The eligibility standards and application forms will be distributed on the first day of school. Completed application forms should be returned to the school office. Students should return this form within the first 15 days of enrollment.

# G

# H

## HALL PASS

Students are not to leave class without written permission (Hall Pass) from the teacher. The pass must state the date and time the student left the classroom as well as the destination.

## HEALTH SERVICES

### Emergency Medical Treatment

Parents shall complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical information 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. **If an ambulance is summoned to render emergency aid, Southwest Middle & High Schools is not liable for any costs or fees associated with the medical emergency.**

### 24 Hour Rule

Students who demonstrate signs and symptoms of illness or a possible communicable disease should be referred to the school designated Dean for further assessment. Those with an elevated temperature of 100.4 degrees or above or those who vomit or have diarrhea must be isolated and sent home. The student must be fever free without fever-reducing medication for 24 hours before he/she can be allowed back in school. Those excluded due to vomiting or diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school. (Administrative Regulation FFAD) The 24 hour period is used as the standard length of time to determine if indeed symptoms have subsided.

# I

## IMMUNIZATIONS

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized before they can be registered for school. The immunizations required are: diphtheria, tetanus, polio, measles, mumps, and rubella. See the *Texas Minimum State Requirements for Students* sheet for additional information.

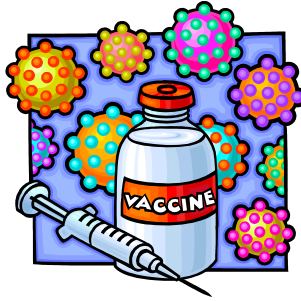
## IMMUNIZATION REQUIREMENTS FOR TEXAS STUDENTS

On March 5, 2009, the Executive Commissioner on Health & Human Services approved several revisions to the "Immunization Requirements for Children and Students in Texas Public and Private School".

- **Hepatitis A Vaccine:** Beginning 8-1-2009, all students entering kindergarten, statewide will be required to have two (2) doses of Hepatitis A vaccine.
- **Measles, Mumps, Rubella (MMR) Vaccine:** Beginning 8-1-2009, all students entering kindergarten will be required to have two (2) doses of measles, mumps, and rubella (MMR) vaccine.

- **Varicella Vaccine:** Beginning 8-1-2009, all students entering kindergarten and 7<sup>th</sup> grades will be required to have two (2) doses of varicella vaccine. If the student has had chicken pox, a written statement from a parent, guardian, physician attesting to the date of the illness will be accepted.
- **Tetanus, Diphtheria and acellular pertussis-containing vaccine (Tdap):** Beginning 8-1-2009, all students entering the 7<sup>th</sup> grade will be required to have one (1) dose of Tdap vaccine. Students in the 7<sup>th</sup> grade will be required to have a booster dose of Tdap only if it had been five (5) years since their last dose of a tetanus-containing vaccine.
- **Meningococcal Vaccine:** Beginning 8-1-2009, all students entering 7<sup>th</sup> grade will be required to have one (1) dose of meningococcal vaccine.

# J K L



## LOST AND FOUND

A lost and found is located in the Dean's office. Students who find items should turn them in to the Main Office.

# M

## MEDICATION POLICY

### Guidelines and Procedures for SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA MEDICINE OR ANAPHYLAXIS MEDICINE BY STUDENTS

According to *SECTION I, Chapter 38, Sec. 38.013 of the Education Code*, a student with asthma is entitled to possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity, provided that certain criteria is met. In an effort to meet student needs and still maintain a safe environment with regard to medications in the school setting, the following procedures have been developed and incorporated into Administrative Regulation FFAC (R) (LOCAL).

I. A form titled **Parent/Physician Authorization for Self-Administration of Asthma Medication or Anaphylaxis Medicine by A Student**, must be completed and kept on file with the designated Dean before a student can possess and self-administer his/her asthma or anaphylaxis medication.

II. All required documentation will be kept on file with the designated Dean in the school and must be renewed annually.

III. Middle school and high school students (who have been authorized to possess their asthma/anaphylaxis medicine) will be issued an identification card. The identification card is to remain in the possession of the student at all times while he/she is at school or a school-related event or activity. This card will identify the student and inform school personnel that the student has permission to possess his/her asthma or anaphylaxis medication. Identification cards must be renewed annually.

IV. Students who do not self-administer their medication in compliance with the prescription or written instructions from their physician, or fail to report to the designated Dean when relief is not obtained after using their medication as directed, will not be able to continue to possess his/her asthma or anaphylaxis medication and self-administer it for the remainder of the school year. Students may also be subject to other disciplinary action as written in the **Discipline Management Plan and Student Code of Conduct**.

# N O P

## **PARKING**

### **Student Parking Rules and Regulations**

Parking is on a first come, first serve basis.

The student's vehicle may be searched for illegal materials including drugs, drug paraphernalia, alcohol, weapons, and/or pyrotechnics. Such searches will be made when deemed necessary by a school administrator. Reasonable efforts will be made to conduct a vehicle search in the presence of the owner of the vehicle. Southwest Middle & High School personnel or agents of Southwest will request and attempt to gain cooperation from the student or owner of the vehicle in gaining entry into the vehicle. However, in lieu of such cooperation, the School and its agent may gain entry to the vehicle by forcible means. Efforts will be made to gain entry with minimal or no damage to the vehicle.

The school does not assume any financial responsibility for vehicles damaged, vandalized, or stolen while parked in the school parking lot or for vehicles towed for rules violations.

Students intending to park on school property must adhere to the following:

- Students may not park in handicapped, reserved, or visitor areas without administrative approval.
- Students may not go to their cars or leave campus during the day without permission from a school administrator.
- Students must not transport passengers who are unauthorized to leave campus.
- Students must drive safely.
- Students must leave their cars immediately after arriving on campus. Sitting in vehicles before and during the school day is not permitted.
- Students must park within the lines of designated spaces.
- Register their car in the front office to obtain a parking permit upon the beginning of the school year or registration.

### Visitor's Parking

Visitors to the campus may park in front of the school in the designated visitor parking spaces. Visitors should not park in reserved or handicapped spaces or in the fire lane. Visitors must check in at the main office and obtain a visitors pass.

### Staff Parking

Parking directly in front of the school is reserved for Administration and Visitors. Teachers and other staff have reserved parking on the East side of the lot facing the Metro Park and Ride. Students are NOT allowed to park in reserved.

## **PROPERTY**

Personal – Students are responsible for their personal property. Teachers cannot be responsible for items left in the classroom.

School – The building and all its contents are school property. Destruction and/or defacing school property is a violation of District policy and state law.

# Q R

## **RESIDENCY REQUIREMENTS**

The parent(s) or legal guardian must accompany the student for initial registration. Verification of residence must be furnished to the Registrar PRIOR to enrollment/scheduling of classes.

Following are the minimum requirements for proof of residency:

- For students residing in a house or rental property, a utility bill (e.g. gas, electric, water, or copy of driver's license) showing the parent's name and address. If a utility bill is not available, a lease agreement (with both parent's and student's names listed) or a rental contract will be accepted.
- If both parent(s) and student are temporarily living with a relative or friend within the District, the parent must provide a notarized statement/letter signed by the person with whom they reside stating that the parent and student are residing with them. In addition, campus and/or District personnel may request a utility bill from the relative or friend as well as a copy of the parent's driver's license with address listed.
- If warranted, the campus Principal can ask the parent(s) or guardian for additional information regarding custody and/or residency issues.
- If warranted, the Principal can ask the parent(s) or guardian for a copy of the student's social security card if the student has a social security number.

Students should also have a report card and/or withdrawal card from the previous school, where applicable, as well as a birth certificate and immunization record when registering.

# S

## **SAFETY**

Student safety on campus or at school-related events is a top priority of the School. With safety in mind, the School has implemented policies and committed resources. However, the School can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or others at risk.
- Following the code of conduct and any additional rules for behavior and safety set by the Principal or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following immediately the instructions of teachers, administrators, and other school employees who oversee to the welfare of students.
- Reporting any dangerous or disruptive behavior to appropriate Southwest Middle & High School personnel
- Report any illegal substance

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

## **STUDENT ASSISTANTS**

All Student Assistants will be approved by campus administration. A student may not be a student assistant if his/her conduct record is determined to be unsatisfactory. This is a regular assigned class and all school rules will apply regarding conduct, truancy, etc.

## **STUDENT BINDERS**

All Southwest Middle & High School students are required to have their student binders with them in all classes. A portion of the class grade will be devoted to proper management of the student binder. For convenience, the school will offer the complete binders for purchase in the beginning and during the school year. Students will be responsible for replacing the binder if it is misplaced or lost.

## **STUDENT DRESS CODE**

It is the philosophy of the Southwest Middle & High School administrators, faculty, staff, parents, and students that behavior, actions, and performance are affected by the way people dress. It is our goal that all students experience success both academically and socially and that all students graduate from Southwest Middle & High School well prepared for the future. Full cooperation of students and parents/guardians must be followed. The Principal or Dean will determine whether a student's dress is appropriate for school. We encourage all students to dress for success and to dress with pride. Time out of class as a result of a dress code violation is unexcused.

### THIS DRESS CODE HAS BEEN ESTABLISHED TO:

- Adhere to good taste, appropriateness, modesty, and dignity.
- Create an atmosphere of good personal hygiene, respect for authority, safety, and decency in grooming.
- Have set standards of dress and grooming,
- Reflect a sense of pride in the school, pride in academic achievement, and pride in self.

### MINIMUM STANDARDS ARE AS FOLLOW:

#### *Hair and Grooming*

- Students at Southwest Middle & High School shall practice body cleanliness, grooming, and dress, which are socially acceptable to fellow students, parents, teachers, and administrators.
- Students' hair shall be clean, neatly groomed, and not obstruct or impair vision.
- Extreme hairstyle and make-up are subject to correction and disciplinary action.
- Personal grooming should take place in the restrooms only, not the cafeteria, the commons area, or the classroom.
- No visible tattoos.

### STUDENT MODE OF DRESS

Standards of dress will include a well-groomed appearance that is indicative of pride in self and school. At all time, students will wear the following approved school apparel.

- Khaki or navy blue pants or Capri's
- Khaki or navy blue walking shorts (length no shorter than 2 inches above the knee)
- Khaki or navy blue skirt (skirt length no shorter than 2 inches above the knee)
- White or navy polo style shirt with school logo (for high school students)
- Red or grey polo style shirt with school logo (for middle school students)
- **Shirts need to stay tucked into pants.**
- Midriffs should not be visible with arms raised above the head
- Tennis shoes or dress/ casual shoes only. No flip-flops, house-shoes, or other inappropriate shoes permitted.
- No 'grills' in mouth. (No altered dental work.)

- No ‘bling-bling’ necklaces.
- Graphics/photos on clothing/backpacks must not allude to violence, gangs, sex, drugs, or other lawlessness; the same applies to jewelry and other types of accessories.
- Slippers/pajama pants are not allowed.
- Undergarments should not be visible.
- Over-sized, baggy clothing is not acceptable.
- Boys may not wear tank tops or sleeveless shirts.
- Girl’s shirts must be three inches at shoulder; no tank tops; no off the shoulder shirts.
- No headwear can be worn, i.e. bandanas, headbands, wave cap, etc.
- Long/oversized coats must be kept in the student’s locker during the school day.
- Chains hanging from jeans are not acceptable.
- If dress/accessories seemingly fit the profile of gang affiliation, administration reserves judgment to disallow it.
- Dress code guidelines are subject to change during the school year if necessary to ensure the safety and climate of academia.
- Shirt length must be no longer than hip length. Any undershirt worn must be shorter in length than the polo-shirt or tucked-in pants. **Under shirt must be white with no design.**
- Apparel that is so loosely constructed as to be a distraction from the learning process or inappropriate is not allowed.
- In all matters of student dress, the school administration will make the final determination of appropriateness and any subsequent remedies.

Consequences for violations of dress code:

Students who are dressed inappropriately will be assigned an after school detention or after school work force. In addition, the student will be required to change into appropriate clothing prior to attending class. If it is not feasible for the student to change, he/she will be asked to call his/her parents/guardians for a change of clothes. The student will be subject to additional disciplinary action if the student repeatedly violates the dress code.

**STUDENT IDENTIFICATION BADGE**

Students will be given an identification badge at the start of the school year or during the initial enrollment. If the identification card needs to be replaced, students may purchase student identification badges from the front office for a minimal cost. Students will wear the identification badge on a lanyard given by the school.

**T**

**TELEPHONES**

The school telephones are for school business, **and students will not be called to the phone unless there is an emergency. Campus administrators will determine whether or not a situation is deemed an emergency.** Students are not allowed to use school telephones unless they have authorization by the Principal or a Dean. Making arrangements for a ride after school is not considered an emergency. An Administrator must be present while the student uses the phone. Students are not allowed to use the phone in the Teacher’s lounge.

*STUDENT MESSAGES*

Only messages of an emergency nature can be relayed to students. Only campus Administrators will determine if a telephone call is an emergency in nature. We are hopeful that parents can plan ahead for pick-ups, doctor’s appointment, etc. that would require students to leave early.

## **TEXTBOOKS**

Southwest Middle & High School has adopted a policy of using classroom sets. Textbooks will be issued directly to the students on an 'as needed' basis to make up for work missed due to excused absences or at student requests. Students may pick up books before and after school only from the assigned teacher. **Book covers with adhesive backing may not be used.** If a textbook is lost, the student must pay for the book before a second book can be issued. Students may also be charged for damaged or defaced books. To pay for textbooks, students should see the School Secretary.

# U

# V

## **VALUABLES**

Students should not bring large sums of money to school nor wear expensive jewelry that must be removed to participate in physical education or athletics. When going to physical education, students should leave their valuables and purses in their locked classroom. The school does not assume any responsibility for personal property that is lost or stolen at school.

## **VISITORS**

Parents are welcomed and encouraged to visit. All visitors must first report to the main office. Visitors are required to wear a Visitor's Pass at all times. Visits to individual classrooms during instructional time shall be permitted only with the Dean/Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors must sign in at the Main Office and pick up a Visitors Pass. Students from other schools are not permitted to visit our campus during the school day, unless they are prospective SWS students and are visiting with an Administrator. Trespassers will be prosecuted.

Students who leave items at home that they must have during the school day (books, lunch money, assignments, etc.) or students who are unsure of their ride home are responsible for checking with the secretary in between classes or during lunch to see if the item has been brought to school or a message has been left by a parent. Parents are welcome to bring necessary items to the office for their children to pick up, but please understand that only a very limited number of class interruptions are allowed by the education code. Parents are asked to help reinforce this system with their child so that checking with the office for items brought to school will be a routine procedure for all students. In true emergency situations, a Principal can get a student out of class.

# W

## **WITHDRAWALS**

The withdrawal process begins in the Registrar's office. A parent/guardian should be present on the date of withdrawal to check the student out of school. A parent must be present to sign the withdrawal form for any student who is under the age of eighteen. All money owed for fees, fines, lost books and equipment must be paid before any student records will be released. It takes a minimum of 24 hours to complete the withdrawal paperwork.

# X

# Y

# Z

# ACADEMICS

## A

### AVID

Southwest Middle School & High School offers AVID (Advancement Via Individual Determination) to students as an elective class. Students are nominated by teachers and interviewed by the AVID Site Team before placement in this class. Below are a few facts about AVID and how this program supports students who are college and career ready.

### **THE CHALLENGE:**

Closing the achievement gap and increasing the college-going rate for students from low-income and minority families are a significant policy dilemma.

### **THE SOLUTION:**

AVID is designed to increase the number of students who enroll in four-year colleges. Although AVID serves all students, it focuses on the least served students in the academic middle. The formula is simple — raise expectations of students and, with the AVID support system in place, they will rise to the challenge.

### **HOW IT WORKS:**

AVID students enroll in high-rigor courses, such as Advanced Placement and International Baccalaureate, and receive support in an academic elective class—called AVID—taught within the school day by a trained AVID teacher.

### **RESULTS:**

AVID is currently adopted by over 3,500 schools in 45 States, 15 Countries. Of the 10,900 students participating in the senior 2007 data collection:

- 98% plan to attend the post-secondary institution to which they were accepted:
- 68.7% in four-year institutions and 29.2% in community colleges.
- 88% of 2007 AVID graduates completed the college entrance course requirements for their states' university system(s).

### **IMPACTS ON MINORITY STUDENTS:**

- 78% of the 2007 AVID senior class is represented by Filipino, Pacific Islander, Hispanic, African American, Native American, and multi-racial students, including those selecting “Other” as their ethnic affiliation. Of these students:
- 77.7% were accepted into a four-year college or university with a remarkable
- 88.9% planning to attend.
- 98.1% plan to attend either a two-year or four-year college or university.
- These exact outcomes were true for the 49.5% of these students who also reported qualifying for Free or Reduced Lunch **and** whose parent(s) highest level of education was a high school diploma or less.
- 

## B

# C

## **COMPOSITE CREDIT**

Southwest High School has a composite credit program designed to reward students for academic improvement in a particular course. A student's first and second semester grades will be averaged together when the second semester grade is an 80 or above and the first semester grade was no lower than 60. The student must also meet attendance requirements for both semesters. When it is determined that the average of the two grades equals a 70 or above, credit will be granted for both sections of the course. To be eligible for composite credit both sections must be taken while enrolled at Southwest Middle & High School, the failed course must be in the first semester, and attendance requirements must be met.

## **CREDIT BY EXAM**

Senate Bill 1 (Sec. 28.023) allows students to receive credit for a course by scoring a minimum of 70% on a course examination from Texas Tech University or a passing grade as stated below on a locally developed credit by examination, in the respective course they wish to gain credit. These tests will be offered four times during the semester. Credit by Exams must be approved by the Administration before a student is eligible to take the exam.

The following criteria will be used to determine eligibility:

1. The student must be at least one year behind in their academic progress based on their expected Graduation date, or meet an extenuating condition approved by the Principal.
2. The student must make a grade of 90% or above on the exam to receive credit if they have not already taken the course.
3. The student must make a 70% or above if they have already taken the course and failed to receive credit.
4. Final approval will be granted by the Principal.

# D

## **DUAL CREDIT OPPORTUNITIES**

Southwest Middle & High School and Houston Community College offer dual credit opportunities for eligible high school students. In order to be eligible for these opportunities, a student must be classified as a Junior or Senior, TASP exempt by TAKS scores, ACT scores, or SAT scores, or qualified through a test for TASP purposes, enrolled in advanced courses at the time of dual credit registration with an 80 average or above, and have prior approval from the academic counselor. A student may not register for a class, which conflicts with scheduled high school classes. Prior to registration, students and their parents are required to attend one of the scheduled informational meetings. For more information, see the Dean of Operations.

Students taking DUAL credit courses through an institution of higher education will have their final grades weighted at the same standard as Pre-AP/AP courses.

# E



# F

## **FINAL EXAMS EXEMPTION POLICY: FALL SEMESTER (HIGH SCHOOL STUDENTS ONLY)**

Students will be eligible for exemptions from one or more of their final exams in which they have met the required criteria. The criteria include:

- Student must have an overall average of 90 or above in class.
- Student must have three (3) or fewer absences in the class (regardless of reasons for absences but excluding field trips) along with teacher approval.
- Discipline and dress code problems will be taken into consideration.
- The student is responsible for picking an “Exam Exemption” form from the Dean and presenting the form to the appropriate teachers of the classes from which he/she chooses to be exempt.
- Students may not be exempt from more than three classes.
- The completed form must be returned to the Dean by the designated deadline.
- Classes for exemption may not be changed after the form has been returned to the Dean. No substitutions will be made.
- Students who are on campus during an exam for which they are exempt must remain in an assigned area.
- The student must be present on the last day before the scheduled exam for test exemption notification.
- Exempt student will be marked absent if they do not attend on final exam days and will be ineligible for perfect attendance awards.
- The exempt student may take the final exam in an attempt to improve his/her grade or for the experience of taking the test. However, the student’s final exam grade will not be recorded if it lowers the student’s average in the class.

*NO EXEMPTIONS FOR MATH, ENGLISH, OR READING WILL BE ALLOWED UNTIL THAT PORTION OF THE EXIT LEVEL TAKS HAS BEEN TAKEN.*

Freshman:	Two exemptions per semester
Sophomores:	Two exemptions per semester
Juniors:	Three exemptions per semester
Seniors:	Exemption from all courses

## **FINAL EXAMS EXEMPTION POLICY: SPRING SEMESTER (HIGH SCHOOL STUDENTS ONLY)**

Students will be eligible for exemptions from one or more of their final exams in which they have met the required criteria. The criteria include:

- Student has passed TAKS tests in respective core subject.
- Student has an overall average of 70 or above in respective TAKS tested core subject.
- Student must meet the composite grade requirement.
- Student must not be appealing for credit based on attendance.
- Discipline and dress code problems will be taken into consideration.
- The completed form must be returned to the Dean by the designated deadline.
- Students who are on campus during an exam for which they are exempt must remain in an assigned area.
- The student must be present on the last day before the scheduled exam for test exemption notification.
- Exempt student will be marked absent if they do not attend on final exam days.
- The exempt student may take the final exam in an attempt to improve his/her grade or for the experience of taking the test. However, the student’s final exam grade will not be recorded if it lowers the student’s average in the class.
- Any student who takes the AP English exam will be exempt from the final, provided that all other requirements are met.

# G

## GRADING SYSTEM

SB 2033, passed by the 81st Texas Legislature, requires each school district to adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations, before each school year. A district grading policy:

- (1) must require a classroom teacher to assign a grade that reflects the student’s relative mastery of an assignment;
- (2) may not require a classroom teacher to assign a minimum grade for an assignment without regard to the student’s quality of work; and
- (3) may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

TEA understands this legislation to also require honest grades for each grading period including six weeks, nine weeks, or semester grades for two reasons. First, if actual grades on assignments are not used in determining a six weeks grade, the purpose of the legislation has been defeated. Second, since 1995, Texas Education Code, §28.021, has required decisions on promotion or course credit to be based on “academic achievement or demonstrated proficiency.” If the six weeks grades do not reflect the actual assignment grades, they would not reflect academic achievement or demonstrated proficiency.

This legislation permits a district, through local policy, to allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. By allowing students to make up work, a district would ensure six weeks grades reflect relative mastery of assignments, even if making up a prior deficit, rather than awarding an automatic grade to a student who has received a failing grade.

Southwest Middle & High School’s grading system is as follows:

<u>Academic Subjects</u>		<u>Conduct</u>
A...90-100 Excellent	E...Excellent	S...Satisfactory
B...80-89	Good; Above Average	N...Needs to Improve
C...75-79	Satisfactory; Average	U...Unsatisfactory
D...70-74	Poor; Below Average	
F...0-69	Failing; Unsatisfactory	
I ...	Incomplete	

In addition, Southwest requires teachers to collect a minimum of two grades per week for each student. Teachers are also required to have no less than 3 major grades per 6 week grading period. Teachers will use the following grading scale when determining a student’s average.

• Major grades (tests, projects)	-----	50%
• Minor (Quizzes, warm-ups, class work)	-----	35%
• Other (homework, binder checks, participation)	-----	15%

## GRADUATION REQUIREMENTS

<b>Graduation Year</b>	<b>Before 07-08</b>	<b>After 08-09</b>
✓ English ○ (I, II, III, IV)	4 credits	4 credits
✓ Mathematics ○ (Algebra I, Geometry, Math Models, Algebra II, Pre-Calculus)	3 credits	4 credits
✓ Science ○ (IPC, Biology, Environmental Systems, Chemistry or Physics)	3 credits	4 credits
✓ Social Studies	4 credits	4 credits

○ (World Geography, World History, U.S. History, U.S. Government/Economics)		
✓ Speech	.5 credit	.5 credit
○ (per SBOE rule, may count as an elective)		
✓ Foreign Language – same language	2 credits	2 credits
✓ Physical Education	1 credit	1 credit
○ (ROTC, Marching Band, dance, or other traditional P.E. classes)		
✓ Fine Arts	1 credit	1 credit
✓ Electives	5.5 credits	5.5 credits
<b>Total</b>	<b>24 credits</b>	<b>26 credits</b>

# H

## HIGH SCHOOL STUDENT CLASSIFICATION

<u>Grade Level</u>	<u>Credits</u>
9 <sup>th</sup> Freshman	0 – 6
10 <sup>th</sup> Sophomore	6.5– 12
11 <sup>th</sup> Junior	12.5 – 18
12 <sup>th</sup> Senior	18.5 +

## HIGH SCHOOL GRADUATION REQUIREMENTS

There are three graduation plans recognized by the Texas Education Agency: Minimum, Recommended, and Distinguished. Students should check with the Director of Academic Services to determine which graduation plan they are fulfilling. Southwest Middle & High School does not offer the distinguished plan.

\*Students who are below grade level in reading, writing, or math may be placed in appropriate remedial classes in order to improve skills. These credits may be recorded as local credits that may or may not be accepted at other ISD’s. The student must complete all courses on their graduation plan as well as pass all sections of their TAKS test in order to be eligible to participate in graduation activities.

**Graduation is not a right but a privilege. Students may be suspended from all graduation activities due to conduct issues.**

### *YEARBOOKS, RINGS, INVITATIONS, CAPS AND GOWNS*

The following will be made available to students during the year:

- Yearbook – The school’s yearbook can be ordered during the designated sales period. Late orders are available at an additional cost.
- Rings – The initial order for the official school ring is placed in the spring during a student’s junior or senior year. These rings are delivered in the fall of his/her junior or senior year. Additional orders are accepted in the fall when rings are delivered. Prices vary depending on student desires.
- Invitation – A committee of seniors selects the invitations in the spring.
- Caps and Gowns – Caps and gowns are sold to seniors and are usually delivered a week before graduation. They are ordered approximately the same time as invitations but are not paid for until delivery.

**If a student purchases items pertaining to graduation, but does not participate in graduation due to academic or behavior issues, the school is not liable to refund any service purchased pertaining to graduation.**

### *Class Rank/Grade Points*

Grade points will be awarded in each course a student completes. Grade points are awarded based on the academic level of the course and the average in the course.

### *Calculation for class ranking*

Class ranking for each student in the graduating class shall be determined by averaging the semester grade points from all semesters of high school. This shall be conducted in the same manner for all students graduating, with no distinction between four-year and three-year graduates.

All courses taken within the regular school day and regular school year shall carry grade points, including such grades transferred from other accredited high schools. No grades for courses in which credit was earned outside the regular school day or regular school year shall be included in the computation of a student's grade point average. In addition, courses for which high school credit was earned before the student entered high school should be included in the computation. Courses transferred from other schools shall be considered regular level courses, unless otherwise identified and documented.

### *Modified Content Courses*

For purposes of determining class rank, courses that have been modified by a student's ARD committee as to the required content of the essential knowledge and skills (TEKS) and reflected as such in that student's IEP shall be classified and weighted as Modified Content courses. Courses for which only the methodology has been modified for a student shall be classified and weighted as regular courses.

Courses transferred from other schools shall be considered regular level courses, unless otherwise identified and documented. Only the transferred grades in core courses shall be included in this calculation, as described above. Transferred letter grades shall be converted to numerical grades for this calculation. When a numerical value cannot be obtained for a transferred letter grade, the following conversion shall apply:

1. Grades recorded as A-, A, or A+, or their equivalents, shall be assigned the value of 92, 95, or 98 respectively.
2. Grades recorded as B-, B, or B+, or their equivalents, shall be assigned the value of 82, 85, or 88 respectively.
3. Grades recorded as C-, C, or C+, or their equivalents, shall be assigned the value of 75, 77, or 79 respectively.
4. Grades recorded as D-, D, or D+, or their equivalents, shall be assigned the value of 70, 72, or 74 respectively.
5. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

### *Scale for Second Calculation*

For this calculation only, grade points shall be assigned to the grades earned in the applicable courses according to the following scale (9<sup>th</sup> through 11<sup>th</sup>):

Grade Points Earned		
<u>Regular Courses</u>		<u>AP/PreAP/Honors Courses</u>
A (90-100)	4.0	5.0
B (80-89)	3.0	4.0
C (75-79)	2.0	3.0
D (70-74)	1.0	2.0
F (69 or below)	0.0	0.0

### *Valedictorian and Salutatorian*

Beginning with the class graduating in 2001, the following shall apply in determining which students shall be recognized as Valedictorian and Salutatorian:

1. To be eligible for recognition as Valedictorian or Salutatorian, a student must have been enrolled in Southwest High School both semesters of his or her junior and senior year.

2. There shall be no distinction between four-year and three-year graduate when determining which students shall be recognized as Valedictorian and Salutatorian.
3. The eligible student having the highest grade point average resulting from the mid-term calculation only shall be recognized as Valedictorian.
4. The eligible student having the second highest grade point average resulting from the mid-term calculation only shall be recognized as Salutatorian.
5. Should a tie develop for Valedictorian from this mid-term calculation, all students involved in the tie shall be recognized as co-Valedictorians, and no Salutatorian shall be recognized.
6. Should a tie develop for Salutatorian from this mid-term calculation, all students involved in the tie shall be recognized as co-Salutatorians.

### *Early Graduation*

Upon successful completion of the required number of credits for graduation in the courses designated as required by the Texas Education Agency and the local Board of Trustees, a student will be eligible for graduation. Students who plan to graduate early are required to obtain early graduation approval from the Principal. Parents must give written consent to Southwest High School for their child to graduate under the 3-year plan. Courses may be taken during the summer and/or during the evening of the fall and spring semesters at HCC. Students desiring to register for college credit courses and concurrently receive high school elective credit must have the permission of their parents and high school Principal.

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### **MIDDLE SCHOOL PROMOTION POLICY**

In grades 6 – 8, promotion and grade-level advancement are based on mastery of the curriculum and compliance with the district’s attendance requirements. Decisions on promotion are based on grades and performance on state-administered assessment instruments (TAKS).

Promotion shall be determined as follows:

1. All students in grades 6 – 8 must meet the state course-average requirements of a 70 overall average of all courses and the SWS requirement of an average of 70 or above in three of the four core courses: language arts (average of reading and English), mathematics, science, and social studies.
2. Students must earn a passing score on the reading and mathematics sections of the Texas Assessment of Knowledge and Skills (TAKS).
3. Attendance requirement.

A student may replace a failing grade in a course with a passing summer school grade in the same course, limited to a maximum of two courses. Southwest Middle & High School will notify the parent(s) or guardian of any student who has not successfully completed a course. They will also be notified of any summer programs available that may permit the student to successfully complete the failed course.

The Student Success Initiative requirements will be phased in for the Grade 8 reading and mathematics tests beginning in the 2007-2008 school year. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee that the student is likely to perform at grade level after additional instruction. The goal of the Student Success Initiative is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics.

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REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	48		
	Absent	2		
	Tardy	1		
<small>A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement                      U = Unsatisfactory • I = Insufficient / Incomplete</small>				
Student:	Grade:	Year:		

**REPORT CARDS AND GRADES**

Report Cards

Grade reports are issued for each six weeks grading period and cumulative semester grades are reported at the end of each semester. The final report card is mailed to the student’s home. Barring unforeseen circumstances, report cards should be distributed in homeroom or mailed on the following dates:

Report Card to Parents 6 week schedule:

See master campus calendar.

Progress Reports

Three weeks into each grading period students who have failing averages will be issued a report to parents through their homeroom teacher. See master campus calendar.

S

**STUDENT SUCCESS INITIATIVE (SSI)**

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. Under the SSI grade advancement requirements, students are required to pass the Texas Assessment of Knowledge and Skills (TAKS) grade 8 reading and mathematics tests to be promoted to ninth grade.

T

**TEXAS CHARTER SCHOOLS ACADEMIC AND ATHLETIC LEAGUE**

The “Southwest Eagles Soccer Club” is an organization which promotes student leadership and cooperative team building. Southwest Eagles Soccer Team is in conjunction with the Texas Charter Schools Academic and Athletic League. Members of the team represent Southwest Schools with pride, honor, and hard work as they compete against other charter programs and in the classroom.

## **TRANSFERRING CREDITS**

Southwest High School recognizes and accepts credits from accredited high schools, provided that the student attends a minimum of 80 hours per course, per semester. Private schools must provide verification of attendance and the grade earned in each class. Southwest High School will only accept credits that were earned at another school. We will not grant credit for a class passed but denied credit due to attendance. The student must appeal to their previous school for credit recovery to obtain that credit and submit the proper form to the Southwest High School registrar.

**U** Explore all that the academics and fine arts have to offer at Southwest Middle & High School.

**V**

**W**

**X**

**Y**

**Z**



# ATTENDANCE POLICY AND PROCEDURE

## SENATE BILL SEVEN – ATTENDANCE/CREDIT/DRIVERS' LICENSE

State law requires students to be in attendance ninety percent (90%) of the days each class is offered during a semester to receive credit for a class. Students who are not in attendance in each class for at least ninety percent (90%) of the total number of school days per semester will not receive credit in that class regardless of the grade earned unless the alternative procedures approved by the Board and outlined in the Student Handbook for regaining credit are followed.

**PLEASE NOTE THAT STUDENTS MUST ATTEND SCHOOL NINETY PERCENT (90%) OF THE SCHEDULED NUMBER OF SCHOOL DAYS EACH SEMESTER TO BE ELIGIBLE TO GET A DRIVER'S LICENSE OR TO HAVE A LICENSE RENEWED.**

## PROCEDURE FOR DOCUMENTING EXCUSED ABSENCES

Each time a student is absent, the student must bring a note signed by a parent or guardian to the attendance office within five working days. Medical documentation should be provided any time the student is absent from school and seeks medical attention. If a student is absent for three or more consecutive days or exceeds the maximum number of days allowed per class, the student must provide medical documentation stating the date and time of the appointment and the nature of the illness, along with a brief note from a parent or the person standing in parental relationship to the appropriate grade level office within five days of the student's return to school. After that time the absence will be considered unexcused. Late notes should be turned in to the attendance office where they will be dated and kept on file, but the absence will remain unexcused unless the Principal/Assistant Principal gives his/her approval to accept the late excuse note because of extenuating circumstances. The attendance committee will review all notes when the student petitions for credit near the end of the semester.

Charges of "Failure to Attend School" will be filed against students who have 3 absences in a four-week time period and/or 10 absences in a six-month time period, and charges of "thwarting" may be filed against the parent or person standing in parental relationship of the student. This policy is a state mandate under §525.085, Texas Education Agency Compulsory School Attendance Code.

**NOTES FOR EXCUSED ABSENCES SHOULD BE WRITTEN ON LETTER-SIZED PAPER AND TURNED IN TO THE ATTENDANCE OFFICE. EACH NOTE MUST CONTAIN THE FOLLOWING INFORMATION:**

Current date  
Date of absence  
Full name of student  
Reason for absence  
Daytime phone number of parent/guardian  
Name and phone number of physician, dentist (if applicable) or if absences exceed the limit for the semester

## SCHOOL APPROVED EXTENUATING CIRCUMSTANCES FOR EXCUSED ABSENCES

The school may accept the following as extenuating circumstances for excused absences:

An excused absence based on personal sickness, sickness or death in the family, quarantine, or weather or road conditions making travel dangerous.

Any other unusual cause acceptable to the Principal.

(Make arrangements prior to the absence if possible.)

Days of suspension.

A migrant student's late enrollment or early withdrawal.

Participation in court proceedings or child abuse/neglect investigation or custody of the criminal justice system.

(Documentation from court is required.)

Days missed as a runaway as verified by police report.

Completion of a competency-based program for at-risk students.

Late enrollment or early withdrawal of a student under Texas Youth Commission.

Teen parent absences to care for his/her child.

Participation in a substance abuse or rehabilitation program.

Graduating seniors are allowed one day per semester to visit a college or university, provided that the school is located at least 100 miles from Houston. (Prior approval by the grade level Principal and documentation from the college is required.)

**DAYS OF SUSPENSION ARE COUNTED AS EXCUSED ABSENCES WITH NO PARENTAL NOTE REQUIRED PROVIDED THAT ALL CLASS WORK MISSED IS SATISFACTORILY COMPLETED AND TURNED IN TO THE RESPECTIVE TEACHERS WITHIN THE GIVEN TIME PERIOD AFTER THE STUDENT RETURNS TO SCHOOL FROM SUSPENSION.**

Excessive absences are a serious violation of the School Code of Conduct and state law.

This policy does not affect a student's right to be excused from attending school to observe religious holy days.

These requests should be made in writing prior to the date of the holy day(s). Upon approval of the Principal, the student will be counted as present in school.

**ROUTINE MEDICAL APPOINTMENTS/STUDENT COUNTED PRESENT**

A student is to be counted present in class(es) for a partial day's absence from a routine visit to a health care professional (physician, dentist, orthodontist, chiropractor, etc.) if the student checks in and out of school through the grade office, presents a parent note of documentation, completes assignments missed, and does one of the following:

Reports to school at the regular time, leaves for appointment, and returns to school the same day with a note from the health care professional verifying the appointment;

Has an early morning appointment with a health care professional and reports to school the same day with a note from the health care professional verifying the appointment; or

Reports to school, leaves school later during the day for a scheduled appointment that extends past school hours, and returns the following day with a note from the health care professional verifying the appointment.

The student shall not be penalized and shall be counted present for the purpose of calculating the average daily attendance provided that the student completes all assignments. Students who do not complete assignments, will be given an unexcused absence.

All proper medical documentation must be submitted as stated above and all procedures for checking in and out of school as outlined in the high school handbook must be followed for a student to be counted present for the class(es) missed.

**NOTIFICATION OF ABSENCES**

Parents and student are notified about attendance through progress reports, report cards, and the phone system.

Parents will receive a computer-generated notice through the mail. Parents are advised to call the office if they are unaware of the number of absences that their child has accumulated. Calls and letters will be made according to the most recent address and phone numbers we have on file.

**PETITIONING FOR CREDIT**

In order to receive credit in a class, students must be in attendance for a minimum of 90 percent of the days in the semester. Students who are in attendance for less than 90 percent of the days in a semester shall not be given credit

for the class unless the Attendance Committee finds that the absences are the result of extenuating circumstances. The Attendance Committee consists of an Assistant Principal, and a minimum of two classroom teachers. It is the student's responsibility to request the petition and turn it in to the Assistant Principal's office before the deadline given on the petition. The Attendance Committee will convene once each semester to review petitions for credit. Students and parents will be notified of the committee's decision by receipt of the student's report card. If the Attendance Committee denies a student credit for a class, the student may appeal the decision to the Principal within ten (10) calendar days of receipt of the report card. The students and/or parents should set up an appointment by calling the school.

### **COMPULSORY ATTENDANCE LAW/FAILURE TO ATTEND SCHOOL**

Every child residing in or legally transferred to Southwest School must attend school each day until the actual date of the student's eighteenth birthday. Upon reaching their 18<sup>th</sup> birthday, under §25 of the Texas Education Agency Compulsive-Attendance Code, a student may be withdrawn from school for Persistent and Unexcused Absences.

#### **Failure to Attend School**

A child between the ages of ten and seventeen commits an offense, a class C misdemeanor, if the child fails to attend school for ten (10) or more days or parts of days in a six-month period or three or more days or parts of days in a four-week period without medical documentation and/or an excuse from a parent or person standing in parental relation to the child. An offense under this section must be filed in the juvenile court where the child has been referred under the Family code. An offense is a Class C misdemeanor. Each day is a separate offense, and multiple offenses may be consolidated. The court is authorized to order the child to render personal services to a charitable or educational institution as a condition of probation or be sentenced to "Boot Camp". Southwest School will also file on negligent parents for truancy of a minor under §25.093 of Texas Education Agency Compulsive Attendance Code.

#### **Thwarting Compulsory Attendance of a Child**

A parent or person standing in parental relation to a child commits an offense if the parent fails to require a child of compulsory school age to attend school. A parent should provide medical documentation to the school whenever the student is absent for a doctor or dental appointment and whenever a child is absent from school due to illness and is treated by a doctor. Absences in excess of the eight (8) absences allowed each semester should be medically documented so that the parents or guardian cannot be perceived to be thwarting the child's compulsory attendance.

### **ADULT STUDENTS ENROLLED IN SCHOOL**

Married students or those students 18 years of age or older will be directly responsible to a Dean. These students must document their own excused absences with approval of a Dean.

### **LEAVING CAMPUS/SCHEDULED MEDICAL APPOINTMENTS**

If a student must leave campus during the day for an appointment, he/she must go to the office before school or during lunch to be issued an early dismissal slip from the Assistant Principal. A note from the parent/guardian must verify the need for early dismissal. The early dismissal slip should be shown to the teacher and the student must sign out in the office before leaving campus. Failure to follow this procedure will result in an unexcused absence in any class(es) missed and in disciplinary action.

### **LEAVING CAMPUS/ILLNESS OR EMERGENCY**

Under no circumstances is a student to leave campus because of illness without checking out through the office. Students who leave campus without following this procedure will be subject to disciplinary action and will receive unexcused absences. In case of a family emergency, A Southwest School employee can get the student out of class. The student must sign out from the Main Office or the parent may sign out for the child. Students are required to bring a note.

## **MAKE-UP WORK**

Students have one class day per absence day to complete make-up assignments not to exceed 5 days. Unless the assignment is a long-term project of which the student was aware, the work will not be due the day the student returns to class after an absence. Any work due the day of the absence, is due the class day the student returns. Teachers may consider extenuating circumstances of individual students and allow more time to complete the assignments. Students will be given a reasonable period of time to complete assignments missed during an excused absence. Students who will be absent for 3 or more calendar days may request assignments through the school office. Students will be given an opportunity to make-up the work during Flex Time, after school and at Saturday Workforce.

It is the student's responsibility to find out what assignments were missed during his/her absence. Students should not expect the teacher to seek out the student to remind them of missed work.

## **Incomplete Grades/Report Cards/Final Exams**

Incomplete grades on report cards (INC) must be made up before the end of two weeks into the next grading period or within two weeks after the student returns to school. Students who are ill and must be absent at the end of the school year are responsible for getting the assignments and for making arrangements to turn them in to the teacher before the end of the school year.

Students who are ill during final exam week must also make arrangements with their teacher to take final exams after school is out. These special arrangements must be made before the Assistant Principal and teachers leave for the summer. Failure to turn in assignments or failure to take final exams will result in the student's failing the course.

## **Field Trips**

Students who go on field trips must have all assignments ready to turn in at the designated times. Students should get assignments from teachers prior to the field trip. A student shall not be permitted to participate in any school-related activity on or off campus that would require, permit, or allow the student to be absent more than eight (8) days during the 180 day school year. Absences over the allowed eight (8) days will be counted as unexcused.

## **PARTICIPATION IN SCHOOL-RELATED ACTIVITIES WHEN ABSENT**

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

## **TARDIES**

It is expected that students arrive to their scheduled class by the specified time. If a student accumulates excessive tardies, the student will then be subject to disciplinary measures. The severity of disciplinary measures will be determined by the severity of the tardy problem. Additionally, for every three (3) tardies the student accumulates in a particular course, one (1) unexcused absence will be added to that course.

Detention or work force will be given to students with excessive tardies.

## **CHAPTER 25; SUBCHAPTER C. OPERATION OF SCHOOLS AND SCHOOL ATTENDANCE**

### **Section 25.085. COMPULSORY SCHOOL ATTENDANCE.**

(a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided.

(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18<sup>th</sup> birthday shall attend school.

## **CHAPTER 45, CODE OF CRIMINAL PROCEDURE – ATTENDANCE/CREDIT/DRIVERS' LICENSE**

Article 45.054(f) of the Code of Criminal Procedure requires that the individual to be in school ninety percent (90%) of the time the program is offered. Students who are not in attendance in each class for at least ninety percent (90%) of the total number of school days per semester will NOT receive credit in that class regardless of the grade earned unless the alternative procedures approved by the Board and outlined in the Student Handbook for regaining credit are followed. The court can also require the individual and the individual's parent to attend a class for students at risk of dropping out of school designed for both the individual and the individual's parent. In Section 54.023 of the Family Code, the court can:

- Hold the child in contempt of the municipal court order and impose a fine not to exceed \$500.00
- Order the child be held in a place of non-secure custody for a single period not to exceed six hours; or
- Order the Department of Public Safety to suspend the driver's license or permit of the child, or, if the child does not have a license or permit, to deny the issuance of a license or permit to the child and, if the child has a continuing obligation under the court's order, require that the suspension or denial be effective until the child fully discharges the obligation.

### **COMPULSORY ATTENDANCE LAW/FAILURE TO ATTEND SCHOOL**

Every child residing in or legally transferred to Southwest Schools must attend school each day until the actual date of the student's eighteenth birthday. Upon reaching their 18<sup>th</sup> birthday, under §25 of the Texas Education Agency Compulsive-Attendance Code, a student may be withdrawn from school for Persistent and Unexcused Absences.

#### **Failure to Attend School**

A child between the ages of ten and seventeen commits an offense, a class C misdemeanor, if the child fails to attend school for ten (10) or more days or parts of days in a six-month period or three (3) or more days or parts of days in a four-week period without medical documentation and/or an excuse from a parent or person standing in parental relation to the child. An offense under this section must be filed in the juvenile court where the child has been referred under the Family code. An offense is a Class C misdemeanor. Each day is a separate offense, and multiple offenses may be consolidated. The court is authorized to order the child to render personal services to a charitable or educational institution as a condition of probation or be sentenced to "Boot Camp". Southwest Schools will also file on negligent parents for truancy of a minor under §25.093 of Texas Education Agency Compulsive Attendance Code. An attendance officer employed by a school district who is not commissioned as a peace officer has the following powers and duties with respect to enforcement of compulsory school attendance requirements:

- 1) To investigate each case of a violation of the compulsory school attendance officer;
- 2) To enforce compulsory school attendance requirement by:
  - (a) Referring a student to a juvenile court or filing a complaint against a student in a justice or municipal court if the student has unexcused absences of the amount of time specified under Section 25.094 or under Section 51.03(b)(2), Family Code; and
  - (b) Filing a complaint in a justice or municipal court against a parent who violates Section 25.093.

#### **Thwarting Compulsory Attendance of a Child**

A parent or person standing in parental relation to a child commits an offense if the parent fails to require a child of compulsory school age to attend school. A parent should provide medical documentation to the school whenever the student is absent for a doctor or dental appointment and whenever a child is absent from school due to illness and is treated by a doctor. Absences in excess of the eight (8) absences allowed each semester should be medically documented so that the parents or guardian cannot be perceived to be thwarting the child's compulsory attendance.

## **NOTIFICATION OF ABSENCES**

Parents and student are notified about attendance through progress reports, report cards, and the phone system. Parents are advised to call the office if they are unaware of the number of absences that their child has accumulated. Parents will receive a computer-generated notice to inform them of their student attendance record. Calls and letters will be made according to the most recent address and phone numbers we have on file.

## **PROCEDURE FOR DOCUMENTING EXCUSED ABSENCES**

Each time a student is absent, the student must bring a note signed by a parent or guardian to the attendance office within five working days. Medical documentation should be provided any time the student is absent from school and seeks medical attention. If a student is absent for three or more consecutive days or exceeds the maximum number of days allowed per class, the student must provide medical documentation stating the date and time of the appointment and the nature of the illness, along with a brief note from a parent or the person standing in parental relationship to the appropriate grade level office within five days of the student's return to school. After that time the absence will be considered unexcused. Late notes should be turned in to the attendance office where they will be dated and kept on file, but the absence will remain unexcused unless the Principal/Assistant Principal gives his/her approval to accept the late excuse note because of extenuating circumstances. The attendance committee will review all notes when the student petitions for credit near the end of the semester.

Charges of "Failure to Attend School" will be filed against students who have 3 absences in a four-week time period and/or 10 absences in a six-month time period, and charges of "thwarting" may be filed against the parent or person standing in parental relationship of the student. This policy is a state mandate under §25.085, Texas Education Agency Compulsory School Attendance Code.

**NOTES FOR EXCUSED ABSENCES SHOULD BE WRITTEN ON LETTER-SIZED PAPER AND TURNED IN TO THE ATTENDANCE OFFICE. EACH NOTE MUST CONTAIN THE FOLLOWING INFORMATION:**

1. Current date
2. Date of absence
3. Full name of student
4. Reason for absence
5. Daytime phone number of parent/guardian
6. Name and phone number of physician, dentist (if applicable) or if absences exceed the limit for the semester

## **SCHOOL APPROVED EXTENUATING CIRCUMSTANCES FOR EXCUSED ABSENCES**

The school may accept the following as extenuating circumstances for excused absences:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, or weather or road conditions making travel dangerous.
2. Any other unusual cause acceptable to the Assistant Principal.  
(Make arrangements prior to the absence if possible.)
3. Days of suspension.
4. A migrant student's late enrollment or early withdrawal.
5. Participation in court proceedings or child abuse/neglect investigation or custody of the criminal justice system.  
(Documentation from court is required.)
6. Days missed as a runaway as verified by police report.
7. Completion of a competency-based program for at-risk students.
8. Late enrollment or early withdrawal of a student under Texas Youth Commission.
9. Teen parent absences to care for his/her child.
10. Participation in a substance abuse or rehabilitation program.

11. Graduating seniors are allowed one day per semester to visit a college or university, provided that the school is located at least 100 miles from Houston. (Prior approval by the grade level Principal and documentation from the college is required.)

**DAYS OF SUSPENSION ARE COUNTED AS EXCUSED ABSENCES WITH NO PARENTAL NOTE REQUIRED PROVIDED THAT ALL CLASS WORK MISSED IS SATISFACTORILY COMPLETED AND TURNED IN TO THE RESPECTIVE TEACHERS WITHIN THE GIVEN TIME PERIOD AFTER THE STUDENT RETURNS TO SCHOOL FROM SUSPENSION.**

Excessive absences are a serious violation of the School Code of Conduct and state law. This policy does not affect a student's right to be excused from attending school to observe religious holy days. These requests should be made in writing prior to the date of the holy day(s). Upon approval of the Principal, the student will be counted as present in school.

### **ROUTINE MEDICAL APPOINTMENTS/STUDENT COUNTED PRESENT**

A student is to be counted present in class(es) for a partial day's absence from a routine visit to a health care professional (physician, dentist, orthodontist, chiropractor, etc.) if the student checks in and out of school through the grade office, presents a parent note of documentation, completes assignments missed, and does one of the following:

1. Reports to school at the regular time, leaves for appointment, and returns to school the same day with a note from the health care professional verifying the appointment;
2. Has an early morning appointment with a health care professional and reports to school the same day with a note from the health care professional verifying the appointment; or
3. Reports to school, leaves school later during the day for a scheduled appointment that extends past school hours, and returns the following day with a note from the health care professional verifying the appointment.

The student shall not be penalized and shall be counted present for the purpose of calculating the average daily attendance provided that the student completes all assignments. Students who do not complete assignments will be given an unexcused absence. All proper medical documentation must be submitted as stated above and all procedures for checking in and out of school as outlined in the high school handbook must be followed for a student to be counted present for the class (es) missed.

### **LEAVING CAMPUS/SCHEDULED MEDICAL APPOINTMENTS**

If a student must leave campus during the day for an appointment, he/she must go to the office before school or during lunch to be issued an early dismissal slip from the Assistant Principal. A note from the parent/guardian must verify the need for early dismissal. The early dismissal slip should be shown to the teacher and the student must sign out in the office before leaving campus. Failure to follow this procedure will result in an unexcused absence in any class(es) missed and in disciplinary action.

### **LEAVING CAMPUS/ILLNESS OR EMERGENCY**

Under no circumstances is a student to leave campus because of illness without checking out through the office. Students who leave campus without following this procedure will be subject to disciplinary action and will receive unexcused absences. In case of a family emergency, a Southwest School employee can get the student out of class. The student must sign out from the Main Office or the parent may sign out for the child. Students are required to bring a note.

### **PARTICIPATION IN SCHOOL-RELATED ACTIVITIES WHEN ABSENT**

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

## **TARDIES**

It is expected that students arrive to their scheduled class by the specified time. If a student accumulates excessive tardies, the student will then be subject to disciplinary measures. The severity of disciplinary measures will be determined by the severity of the tardy problem. Additionally, for every three (3) tardies the student accumulates in a particular course, one (1) unexcused absence will be added to that course. Detention or work force will be given to students with excessive tardies.

## **MAKE-UP WORK**

Students have one class day per absence day to complete make-up assignments not to exceed 5 days. Unless the assignment is a long-term project of which the student was aware, the work will not be due the day the student returns to class after an absence. Any work due the day of the absence, is due the class day the student returns. Teachers may consider extenuating circumstances of individual students and allow more time to complete the assignments. Students will be given a reasonable period of time to complete assignments missed during an excused absence. Students who will be absent for 3 or more calendar days may request assignments through the school office. Students will be given an opportunity to make-up the work during Flex Time, after school and at Saturday Workforce.

It is the student's responsibility to find out what assignments were missed during his/her absence. Students should not expect the teacher to seek out the student to remind them of missed work.

## **Incomplete Grades/Report Cards/Final Exams**

Incomplete grades on report cards (INC) must be made up before the end of two weeks into the next grading period or within two weeks after the student returns to school. Students who are ill and must be absent at the end of the school year are responsible for getting the assignments and for making arrangements to turn them in to the teacher before the end of the school year.

Students who are ill during final exam week must also make arrangements with their teacher to take final exams after school is out. These special arrangements must be made before the Assistant Principal and teachers leave for the summer. Failure to turn in assignments or failure to take final exams will result in the student's failing the course.

## **Field Trips**

Students who go on field trips must have all assignments ready to turn in at the designated times. Students should get assignments from teachers prior to the field trip. A student shall not be permitted to participate in any school-related activity on or off campus that would require, permit, or allow the student to be absent more than eight (8) days during the 180 day school year. Absences over the allowed eight (8) days will be counted as unexcused.

## **PETITIONING FOR CREDIT**

In order to receive credit in a class, students must be in attendance for a minimum of 90 percent of the days in the semester. Students who are in attendance for less than 90 percent of the days in a semester shall not be given credit for the class unless the Attendance Committee finds that the absences are the result of extenuating circumstances. The Attendance Committee consists of an Assistant Principal, and a minimum of two classroom teachers. It is the student's responsibility to request the petition and turn it in to the Assistant Principal's office before the deadline given on the petition. The Attendance Committee will convene once each semester to review petitions for credit. Students and parents will be notified of the committee's decision by receipt of the student's report card. If the Attendance Committee denies a student credit for a class, the student may appeal the decision to the Principal within ten (10) calendar days of receipt of the report card. The students and/or parents should set up an appointment by calling the school.

# CODE OF CONDUCT/STUDENT DISCIPLINE

Disciplinary consequences shall be administered when necessary to protect students, school employees or property and to maintain essential order and discipline.

Students shall be treated fairly and equitably. Every student will be given the opportunity to present his/her side to the Dean before an appropriate punishment is given. Penalties shall be based on a careful assessment of the circumstances of each case unless disciplinary action by the school is mandated for certain offenses, as outlined by Board policy, the Texas Education Code, or the Southwest Middle & High School Parent/Student Handbook. The Dean will make the determination based on the severity of the offense, the attitude of the student, the cumulative discipline record of the student, and the potential effect of the misconduct on the school environment.

Student consequences for minor offenses involve progressive discipline assignments beginning with the teacher warning the student, assigning teacher detention, and contacting the student's parent/guardian. Repeated infractions will be treated as serious, persistent misbehavior with the teacher referring the student to the office for a conference with the Dean. The Dean will then decide on the consequence appropriate for the student in that given situation. Consequences can include: additional hours of detention, suspension (unsupervised home study), teacher removal from class, and as a last resort, expulsion.

Progressive discipline assignments will not be followed in some instances. Examples include but are not limited to the following: violation of the State and Federal Penal Codes; violation of alcohol, narcotics, or drug policy; fighting policy; and cheating/plagiarism policy. Many violations have specified consequences. Progressive discipline assignments will not be followed if a student commits an expellable offense.

The teacher will make every effort possible to contact a student's parent before referring a student to the Dean except in the case of a severe disruption. Subsequent offenses will include accumulated discipline referrals from all teachers and will be handled as serious offenses. The Dean can set up a conference with a student, parent, and teachers involved.

## CLASSIFICATION OF OFFENSES

### Classroom Violations

Teachers establish classroom rules and define behavioral expectations of their students. The following minor acts of misconduct are not considered a violation of the Student Code of Conduct and the teacher in accordance with that teacher's rules, **rather than the Student Code of Conduct**, will discipline the student.

- Chewing gum
- Eating or drinking in class
- Out of seat without permission
- Not following directions
- Not respecting others' feelings, property, and/or space
- Violating classroom management rules
- Uncooperative
- Negative attitude

**Persistent or severe instances of these minor acts of misconduct could be considered a violation of the Code of Conduct and result in discipline in accordance with the Student Code of Conduct.**

**Additionally, students that ride the Metro Transportation system are expected to conduct themselves as if they are on school grounds. All school rules apply and any violations will result in an appropriate punishment.**

### Minor Offenses (Possible detention)

A minor offense is any violation of the code of conduct that is not listed as serious or expellable and is not a violation of state and/or federal law. Minor offenses repeated more than once in one grading period or more than

twice in a semester are considered to be serious or persistent offenses. Examples of some minor offenses include, but are not limited to the following:

- Tardies
- Dress Code Violations
- Hall Pass Violations
- Failure to follow check-in and check-out procedures
- Inappropriate display of affection/tangible courtship
- Any other violation of school policy deemed inappropriate that is not listed as a serious or expellable offense or a violation of federal and/or state law

We have high expectations for Southwest students and are committed to creating an environment in which they can succeed. Disciplinary consequences are designed to deter the student from making errors in judgment or engaging in misconduct that interferes with the student's (or other students') ability to be academically successful.

Misconduct is categorized into five levels:

**Level I:** Violation of classroom rules; generally corrected by the teacher or parent contact.

**Level II:** Administrative/teacher intervention; generally more serious in nature or a repeated violation under Level I.

**Level III:** Misconduct that disrupts the instructional process in class, at school, or school-related activities; repeated violation of Level I and II offenses; considered to be a serious offense.

**Level IV:** Criminal offenses; any felony, whether school-related or not, are included here unless it is categorized as a Level V. Such an offense requires removal of the student from Southwest Middle & High School.

**Level V:** Acts of misconduct that may result in expulsion include, but are not limited to assault, possession of weapons, drug distribution, and other criminal offenses. Such an offense requires removal of the student from Southwest Middle & High School.

### **Cheating/Plagiarism Policy**

Cheating is defined as any act of deceit, trickery, or fraud on an assignment or test. It includes the using or copying of another person's work or lending one's work to another. It could also include, but is not limited to using written notes on a test; giving or receiving hand signals; looking at another student's test; or allowing another student to copy one's answers. Collaborative assignments or group assignments made by a teacher will not be considered cheating. Plagiarism is defined as using another person's original ideas or writing, as one's own without giving credit to the true author.

#### *Consequences for Cheating/Plagiarism*

Both cheating and plagiarism are considered stealing and will not be tolerated. Punishment may include an additional assignment, suspension, and/or up to an expulsion.

### **Disciplinary Measures and Terminology**

Listed below is a brief explanation of the most commonly used disciplinary measures at Southwest.

#### *Verbal Warning/Conf:*

One-on-one conference with student; directive may be given in writing.

#### *Administrative Directive*

Written directive signed by dean and student.

#### *Cool Down Pass/Hot Pass*

Level I offenses; issued by teachers/staff members for minor classroom infractions and/or may need to cool down if behavior is at an altered state.

#### *Detention*

One hour before or after school, study materials are required, sustained silence.

*Saturday Workforce*

Student reports to Dean at 9:00 am on assigned Saturday and works on various tasks for a minimum of 2 hours.

*Lunch Clean up Duty*

Check in with dean, clean tables in cafeteria for a period of 20-30 minutes, check-out with dean.

*Off Campus Suspension*

Student is prohibited from being on Southwest campus and is prohibited from attending any Southwest Middle & High School related activities/events.

**ADMINISTRATOR DISCIPLINE MANAGEMENT PLAN FOR REPEATED OFFENSES**

**The following steps will be followed for Level 1, 2, and 3 offenses that are “persistent violation of classroom rules.” The following consequences are assigned by an administrator only.**

- Step 1: Lunch Detention
- Step 2: Before school or after school detention
- Step 3: Saturday Workforce
- Step 4: Suspension (3 day max)
- Step 5: Student Contract with Parent Conference

**The consequences for serious offenses (Levels IV and V) will be suspension or expulsion.**

**Level I**

1. Arriving tardy to class
2. Running or making noise
3. Neglecting to bring materials or work to class
4. Failing to follow classroom/cafeteria rules
5. Violating the dress code
6. Throwing objects
7. Talking back/arguing or name calling
8. Horse playing/scuffling (not fighting)

**Level II**

1. Persistent offenses from Level I (minor acts of misconduct)
2. Inappropriate language (verbal or written)
3. Noncompliance with the directives; disrespectful
4. Repeated tardies
5. Physically contacting student creating a disruptive environment
6. Encouraging or promoting a fight
7. Repeated Violation of dress code
8. Creating/participating in disturbance/inappropriate activity
9. Failing to serve detention
10. Abusing the use of a hall pass
11. Possessing lighters, matches, tobacco-less cigarettes, or tobacco-related paraphernalia
12. Possessing a laser pointer
13. Possessing a current prescription (student’s own medication); or possessing or using one’s own nonprescription drug, natural and/or homeopathic-like substances, dietary supplements, or energy pills
14. Possessing toys/nuisance items, including paintballs
15. Violating the guidelines for cellular telephones/electronic devices during instructional day (first and second offense) (sec.)
16. Possessing a look-alike weapon
17. Violating the Network/Internet Use Agreement
18. Telling a falsehood to an adult (not associated with an investigation)

19. Defacing or damaging classroom materials or textbooks, including removal of bar codes; defacing/damaging another's property
20. Using or possessing visible personal entertainment devices during instructional day (high school)
21. Possessing or using a camera, video/cassette recorder, etc. (high school)
22. Possessing or using a camera, radio, CD player, MP3 player, video/cassette recorder, Game Boy, or other unauthorized electronic device (elem./jr. high)
23. Being present in area without authorization
24. Cheating or copying the work of another
25. Engaging in an act of familiarity with another and/or inappropriate public display of affection
26. Loitering on school campus before or after school
27. Selling or soliciting for sale unauthorized merchandise
28. Posting or distributing unauthorized publications
29. Violating parking rules/procedures (high school)

### **Level III**

1. Persistent offenses from Level II
2. Disrupting the school environment or educational process
3. Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal); or obscene gestures
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about others
5. Using ethnic, racial or gender-related slurs (verbal or written) or inappropriate acts toward others
6. Fighting
7. Using lighters or matches
8. Possessing or using tobacco
9. Using a laser pointer
10. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, other noxious chemicals, or "shock" pens
11. Possessing/using a paging device (third and subsequent offenses — elem.); Violating the guidelines for paging devices during instructional day (third and subsequent offenses — sec.)
12. Possessing drug paraphernalia, aerosol paint, or fixative spray
13. Possessing ammunition
14. Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities
15. Possessing, distributing, or concealing a weapon not included as a removable or expellable offense
16. Selling, giving, or delivering to another person a non-prescription drug; possessing or using a non-prescription drug other than one's own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance
17. Attempting to sell/purchase a prohibited substance through verbal or written communication without being in possession
18. Stealing or unauthorized possession of another person's property, theft; committing burglary
19. Forging or altering school records, parent notes, forms, or other school/home
20. Exhibiting, delivering, using, or selling look-alike weapons
21. Assault of another student or an adult that is not a removable or expellable offense
22. Vandalizing, defacing or damaging school property, including non-felony graffiti
23. Engaging in behavior that is illegal that does not constitute an expellable offense
24. Failing to disclose information, hiding/covering up info/evidence for self or others, committing perjury, or lying as a witness
25. Engaging in inappropriate sexual conduct
26. Sexual harassment (verbal or written), including stalking
27. Hazing; harassing or stalking (non sexual); bullying

28. Creating a potential health or safety hazard or a situation that may result in possible injury
29. Engaging in inappropriate behavior on overnight trips not addressed elsewhere
30. Gambling
31. Hacking (illegal or unauthorized entry or attempted entry into computer system)
32. Interfering with school activities, including trespassing, boycotting, and group demonstrations, falsifying a "safety net" report; or making a 9-1-1 call that does not constitute a mandatory removable offense
33. Participating in an unauthorized organization, secret society, or gang activity
34. Committing extortion, coercion, or blackmail
35. Tampering with a fire extinguisher, an automated external defibrillator (AED), or their storage cabinet

**Level IV:**

1. False alarm/report; terroristic threat
2. Conduct punishable as a felony
3. Assault with bodily injury
4. Marijuana or controlled substances (non-felony)
5. Dangerous drugs (non-felony)
6. Alcohol (non-felony)
7. Abusing volatile chemicals
8. Public lewdness/indecent exposure
9. Retaliation against any school employee (regardless of location)
10. Possession of a device designed to propel a projectile (BB-guns, pellet guns, air soft guns, slingshots, etc.)
11. Title V felonies (off-campus)
12. Gang activity
13. Fraternity, sorority, or secret society activity
14. Expellable offenses occurring on another district's property in Texas
15. #5, #7, or #9 (below) against a student (regardless of location)
16. Registered sex offenders under court supervision
17. Persistent misbehavior at Level III
18. Non-Title V felonies (off-campus)
19. Registered sex offenders not under court supervision

**Level V:**

1. Firearm
2. Illegal knife
3. Club
4. Prohibited weapon
5. Aggravated assault, sexual assault, or aggravated sexual assault
6. Arson
7. Murder, capital murder, or criminal attempted murder or capital murder
8. Indecency with a child
9. Aggravated kidnapping
10. Aggravated robbery
11. Manslaughter
12. Criminally negligent homicide
13. Continuous sexual abuse of young child or children
14. Marijuana or controlled substances (felony)
15. Dangerous drugs (felony)
16. Alcohol (felony)
17. Retaliation against an employee or volunteer (regardless of location involving #1-15 above)
18. Assault against an employee or a volunteer (on campus or within 300')

19. Deadly conduct (on campus or
20. within 300')
21. Retaliation against an employee or volunteer (regardless of location)
22. Criminal mischief (felony)
23. #5, #7, or #9 (above) against a student (off-campus)
24. Expellable offenses occurring on another district's property in Texas
25. Title V felonies under 37.0081

**If a student misses an assigned detention, student will not be allowed to return to school without a parent/guardian conference with his/her respective Dean. Failure to attend will result in additional detentions and/or expulsion.**

## **DISCIPLINARY CONSEQUENCES**

### Detention

Campus administrators and/or teachers may assign students detention at their discretion. The teacher will inform the student 24-hours before the detention so the student can inform parents and make transportation accommodations. Depending on the severity of rule violation, detention may occur during lunch (1 hour), before school (1 hour), or after school (1 hour). **If a student misses an assigned detention, student will not be allowed to return to school without a parent/guardian conference with a campus administrator. Failure to attend will result in additional detentions and/or up to an expulsion.**

### Make-up Work

All assignments are to be completed and turned in to the teacher, and all tests are to be taken within one to three days after the student returns to school, depending on the number of days the student was suspended. For example, a student who is suspended for three days has three days after his/her return to turn in all assignments and take all tests. It is the student's responsibility to get assignments from his/her teachers. The Dean can help get assignments from teachers on long-term suspensions. Students will be given ample opportunities to make-up any missing assignments.

### Suspension

Suspension is a disciplinary action whereby a student is removed from the normal school setting. A student may be suspended for a period not to exceed three (3) days per disciplinary infraction. There is no limit to the times per semester or school year that a student may be suspended. A student can be suspended for any offense for which the student could be assigned to an alternative educational program by a campus administrator.

### *Returning from a Suspension*

Suspended students will be given an excused absence provided the assignments are satisfactorily completed and turned in to the teacher within the designated time frame. Failure to turn in assignments will result in the student being given an unexcused absence for that class.

### Sanctions/Penalties

Students who are suspended will not be allowed on campus or at any school function during the suspension assignment; violations of this policy will bring additional disciplinary penalties and/or trespass charges.

A suspension may cause a student to be removed from a club or organization as specified in the organization's constitution or by-laws.

Examples of offenses for suspensions include, but are not limited to the following:

- Persistent classroom misbehavior
- Fighting/disorderly conduct

- Destruction or defacing school property
- Chronic infraction of school rules
- Violations of alcohol, narcotics, or drug policy
- Distribution of unauthorized literature
- Misconduct at school or school functions
- Any type of demonstration or threat of demonstration that might disrupt the normal operation of the school
- Abusive and inappropriate language
- Insubordination (failure to follow reasonable directive or request of a Principal, faculty, or staff member or to attend D-Hall when scheduled)

### **DISORDERLY CONDUCT/DISTURBING THE PEACE**

Fighting, disorderly conduct, and disturbing the peace are behaviors that will not be tolerated. It is our goal to help students resolve a problem before a fight develops.

Consequences for both students involved in a fight include calling the Houston Police and suspension and/or up to an expulsion from school.

### **DISRUPTION OF CLASSES/DISRUPTION OF LAWFUL ASSEMBLY**

Students who disrupt classes and who interfere with the teacher's ability to communicate effectively with their students are subject to having charges filed against them in addition to disciplinary action.

### **DRUG/ALCOHOL POLICY**

Southwest Middle & High School is a drug-free school zone. No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of drugs and/or alcohol on school premises or off school premises at a school-related activity, function, or event. Possession or being under the influence will result in suspension and/or expulsion, and/or citation. This includes behavior and characteristics which are suspicious of being under the influence.

### **MODEL SOUTHWEST STUDENT EXPECTATIONS**

Students are asked to sign a contract upon enrollment at Southwest. The contract is a binding agreement that stresses the importance of academic and behavioral success. The following criteria are referred to as being a "Model Southwest Student":

- 1) Arrive and attend school on time
- 2) 100% adherence to the dress code policy
- 3) 100% adherence to all school rules and regulations
- 4) Strive to maintain academic success of 75% or higher in each class

### **EXPULSION PROCESS**

Students may be recommended for expulsion if they engage in severe infractions of the Student Code of Conduct, or if they have not met expectations of being a "Model Southwest Student". Additionally, they may be recommended for expulsion/removal from Southwest for frequent, less severe, violations of the code of student conduct. A school level hearing with a committee comprised of Deans and teachers shall be offered when a student is recommended for expulsion. A student's parent or guardian shall be given notice of the charges and an opportunity for a hearing before the school committee. If the parent or guardian is not satisfied with the decision of the committee, then they must file written notice with the Campus Principal or their designee within two school days of receipt of the decision of the school committee. At that point a hearing will be scheduled with the Principal or their designee within five days after the notice of the appeal is received unless scheduled at a later date by mutual consent of the parents and principal. After the hearing, the Principal or their designee will provide the parent or guardian written notice of the outcome of the hearing within three school days.

37.007. EXPULSION FOR SERIOUS OFFENSES. (a) A student shall be expelled from a school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

(1) uses, exhibits, or possesses:

- (A) a firearm as defined by Section 46.01(3), Penal Code;
- (B) an illegal knife as defined by Section 46.01(6), Penal Code, or by local policy;
- (C) a club as defined by Section 46.01(1), Penal Code; or
- (D) a weapon listed as a prohibited weapon under Section 46.05, Penal Code;

(2) engages in conduct that contains the elements of the offense of:

- (A) aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
- (B) arson under Section 28.02, Penal Code;
- (C) murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder;
- (D) indecency with a child under Section 21.11, Penal Code;
- (E) aggravated kidnapping under Section 20.04, Penal Code;
- (F) aggravated robbery under Section 29.03, Penal Code;
- (G) manslaughter under Section 19.04, Penal Code; or
- (H) criminally negligent homicide under Section 19.05, Penal Code; or

(3) engages in conduct specified by Section 37.006(a)(2)(C) or (D), if the conduct is punishable as a felony.

(b) A student may be expelled if the student:

(1) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code;

(2) while on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property:

- (A) sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of:
  - (i) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
  - (ii) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
  - (iii) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code;

(B) engages in conduct that contains the elements of an offense relating to an abusable, volatile chemical under Sections 485.031 through 485.034, Health and Safety Code;

(C) engages in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a school district employee or a volunteer as defined by Section 22.053; or

(D) engages in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code;

(3) subject to Subsection (d), while within 300 feet of school property, as measured from any point on the school's real property boundary line:

(A) engages in conduct specified by Subsection (a); or

(B) possesses a firearm, as defined by 18 U.S.C. Section 921; or

(4) engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) or the offense of aggravated robbery under Section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

(c) A student may be expelled if the student, while placed in an alternative education program for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the district's student code of conduct.

(d) A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (a), and may be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (b)(2)(C), against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

(e) In accordance with 20 U.S.C. Section 7151, a local educational agency, including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

(1) the superintendent or other chief administrative officer of the school district or of the other local educational agency, as defined by 20 U.S.C. Section 7801, may modify the length of the expulsion in the case of an individual student;

(2) the district or other local educational agency shall provide educational services to an expelled student in a disciplinary alternative education program as provided by Section 37.008 if the student is younger than 10 years of age on the date of expulsion; and

(3) the district or other local educational agency may provide educational services to an expelled student who is 10 years of age or older in a disciplinary alternative education program as provided in Section 37.008.

(f) A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, Penal Code, may be expelled at the district's discretion if the conduct is punishable as a felony under that section. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

(g) In addition to any notice required under Article 15.27, Code of Criminal Procedure, a school district shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in any violation listed in this section of the student's misconduct. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. The State Board for Educator Certification may revoke or suspend the certification of an educator who intentionally violates this subsection.

(h) Subject to Subsection (e), notwithstanding any other provision of this section, a student who is younger than 10 years of age may not be expelled for engaging in conduct described by this section.

(i) A student who engages in conduct described by Subsection

(a) may be expelled from school by the district in which the student attends school if the student engages in that conduct:

(1) on school property of another district in this state; or

(2) while attending a school-sponsored or school-related activity of a school in another district in this state.

## **GAMBLING**

Gambling or playing games for monetary gain is strictly prohibited. Monies involved will be confiscated and turned over to the Security Officer and appropriate charges may be filed in addition to the students involved being suspended from school.

## PAGING DEVICES/CELLULAR PHONES

Cell Phones, iPods, and other electronics are typically very expensive and we strongly encourage that these items are left at home to avoid theft or loss. With so many children carrying various technology devices they have become a major source of class disruption. Should your child choose to bring any type of electronic device to school, they are to be turned off and out of sight during the school day (7:50 am-3:30 pm). High School students do have the privilege of using their electronic device during lunch. Middle School students must keep their devices off for the entire day.

### PARENTS

*It is imperative that you understand these policies as well due to the financial implications and possible disruption to your routine when a device has been confiscated. In addition, please refrain from calling or texting your child (urgent or otherwise) when you know they are in class. Call the Dean's office, and we will send for your child to relay your message.*

If a cell phone or electronic device is involved in an ongoing disciplinary investigation, the administration may keep the device until the outcome of the investigation is finalized. If a student refuses to surrender the phone, appropriate disciplinary action will be taken by administration. Repeat offenders will face longer confiscation periods and disciplinary action. Offenses during standardized testing will result in a two week confiscation period and disciplinary action. **Please remember...** There are numerous telephones in the building. If an important call needs to be made, we will accommodate you and your child by allowing them to use the nearest phone.

**If the paging devices or cellular phones are confiscated, the devices or phones will be returned to the student after a \$20.00 administrative fee is collected for offenders. If subsequent offenses occur, the school may exercise the right to confiscate the cellular phone.**

### Public Displays of Affection (PDA)

Public displays of affection are not allowed at Southwest. This issue is dealt with at the discretion of the teacher/administrator based on the severity of the incident; however, students should be aware that inappropriate displays of affection are a typically considered a Level II or III misconduct in accordance with the *Code of Student Conduct*.

**If the paging devices or cellular phones are confiscated, the devices or phones will be returned to the student after a \$15.00 administrative fee is collected for offenders. If subsequent offenses occur, the school may exercise the right to confiscate the cellular phone.**

## SEXUAL HARRASSMENT

### Tangible Courtship/Inappropriate Sexual Conduct

This refers to students showing any public display of romantic affection or engaging in inappropriate sexual contact disruptive to other students or the school environment. Any case of sexual harassment will be dealt with severely up to and including expulsion.

## TARDY TO CLASS

Students have ample time between classes to take a restroom break and get to class on time. Being punctual is a valuable, lifelong skill. A student will accumulate an unexcused absence for every 3 tardies in any particular class in addition to any disciplinary actions given by the Dean.

## TOBACCO USE/POSSESSION

SOUTHWEST MIDDLE & HIGH SCHOOL IS SMOKE FREE AND TOBACCO FREE. Student use of tobacco (including smoking, dipping, or chewing) is prohibited on campus. Possession of tobacco is likewise prohibited. Students caught using or in possession of any tobacco product may be suspended, issued a citation or a

ticket. The use of tobacco free substitute products (dips, chews, etc.) is also prohibited as well as clothing that promotes tobacco products.

### **TRESSPASSING/LOITERING ON SCHOOL PROPERTY**

- Any person loitering on school property after being warned to leave by a person in charge will have criminal trespass charges filed against him or her.
- School property for the purposes of this act shall include the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for other activities.
- Students are not to sit in parked vehicles on campus, vacant classrooms, or other unsupervised areas.
- Parents and other visitors are welcome to visit Southwest Middle & High School. All visitors must first report to the office. Visits to individual classrooms during instructional time shall be permitted only with the Principal's/Dean's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Students are never to visit other school campuses (in or out of school) during school hours or immediately before or after school.

### **WEAPONS**

Southwest Middle & High School is a weapon-free school. A student shall not go onto the school premises with a firearm, explosive weapon, or illegal knife.

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

Weapons include:

- Firearms
- Pellet guns, B.B. guns, etc.
- Knives of any size, including pocket knives
- Razors
- Metallic knuckles
- Chains
- Stink bombs
- Jewelry with metal spikes
- Fireworks of any kind
- Any other object used in a way that threatens to inflict bodily injury to another person

Students should be aware that possession of any facsimile of any of the above mentioned weapons could incur a disciplinary consequence by the school.

Possession of a firearm, an illegal knife, a club, or a prohibited weapon under Section 40.06 of the Penal Code will result in immediate expulsion from school for the remainder of the school year or up to one year from the offense. The police will be called, charges will be filed, and the student will be prosecuted to the fullest extent of the law.

**Policy/procedures are designed to provide a safe campus and environment geared toward learning. The Southwest Middle & High School Administration and School Board reserve the right to amend any/all policies or procedures.**

# STUDENT SERVICES

## FREE AND REDUCED LUNCH PROGRAMS

The cafeteria provides breakfast and lunch every school day. Families in need of financial assistance may apply for reduced or free lunch. An income formula is used to determine qualifications of a student. Forms are available in the child nutrition clerk's office.

## HEALTH SERVICES

Students who become sick or who have any type of accident at school will be sent to the Principal/Dean who will decide whether the student is to be sent home ill or to be sent back to class. Students who leave campus, even with a parent's permission, without following this procedure will be given unexcused absences for the classes missed and will be subject to disciplinary action. Any time a student misses school for an appointment with a physician or dentist, the student should document the visit with a note from the doctor.

Screening programs are required by state law and are conducted for growth and development, vision, hearing, and scoliosis. You will be notified if your child has not met state guidelines and/or needs further screening.

## Medication Policy

If possible, all medication should be given by the parent and taken at home. However, if the student needs to take medication during the school day, the medication will be dispensed according to the following guidelines:

1. Written permission and specific directions for administration of medication is required. Directions must include student's name, date, and name of medication, dosage, and time to be administered. Over the counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days providing the parent or guardian has provided a signed permission.
2. All medications must be in the original container.
3. All medication must be brought to the Principal/Dean office upon arrival to school. Students who have medication and who fail to bring it to the Principal/Dean office will be subject to disciplinary action.
4. The student should not carry with him/herself, nor administer to him/herself any medication without written permission from the physician. (Asthma inhalers only. See #8.)
5. Only an administrator or designated staff member will supervise the storing and dispensing of medication.
6. Only an administrator or designated staff member may dispense the first dose of any medication given at school.
7. Field trip medication ordered by a physician will be given on a field trip provided the parent adheres to the following:
  - The parent must supply an additional appropriately labeled prescription container for the medication.
  - The parent may elect not to have the child receive medication on a field trip.
  - It will be the parent's responsibility to administer any injectable medications needed on a field trip.Examples include, but are not limited to, Epi-Pen and Insulin.
8. Permission to carry asthma inhalers will be given to secondary students provided a contract between student, parent, administrator, and doctor is signed. Southwest Middle & High School may withdraw this privilege if the student does not demonstrate proper responsibility in regard to medication.
9. Every effort will be made to give medication as close to the specified time as possible. Campus administrators or a designated staff member will make sure that medication is administered within 1/2 hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
10. In order to assure the safe delivery to school of controlled medications, the parent should deliver these medications directly to a campus administrator or designated staff member.

*Appendix A*

**Receipt of Parent/Student Handbook/Code of Student Conduct**

This handbook has been written to help the student and parent/guardian have a good understanding of school procedures and the Code of Conduct. It is important for the student and parent/guardian to read and discuss the contents of the handbook.

Each student is expected to follow the rules and regulations outlined in the handbook. Student and parent/guardian cooperation should help the student be more successful at school.

There is a mutual understanding that once the Parent & Student Handbook has been given to the student that both parent and student will be responsible for all its contents, including any additional policies or procedures that may be amended within the 2010-2011 school year.

Your signature acknowledge that you have received a copy of the 2010-2011 handbook and have read discussed its contents.

- I **agree** to allow the school to release information concerning my child only to organizations that are affiliated with the District, approved by the Superintendent or designee, and need such information to provide school-related services to students (e.g., school pictures, honor roll).
- I **do not agree** to allow the school to release information concerning my child only to organizations that are affiliated with the District, approved by the Superintendent or designee, and need such information to provide school-related services to students.

---

Parent/Guardian (print)

Student (print)

GRADE

---

Parent/Guardian (signature)

Student (signature)

**Appendix B**  
**Southwest Middle & High School**  
**Network/ Internet Use Agreement**  
**2007-2008**

It is the responsibility of the administration to control access to data stored in the district's computer-based systems to maintain confidentiality where necessary, maintain integrity over the data and protect all computers and peripheral devices against unauthorized use. Only "authorized users" are given access to the district's computer-based systems. By signing this document, you will be designated as an authorized student user and must adhere to the following guidelines:

- A. Use Southwest Middle & High School computer resources for official business only (as directed by your teacher)
- B. Never download any material onto a school computer without the direct consent of your teacher.
- C. The changing of any computer "settings" is strictly prohibited.

Any student suspecting that computer security has been compromised is to report such information to the Teacher or an Administrator immediately. Intentional misuse of data and / or computers can result in disciplinary action. This policy applies to all:

- A. Computer data created or maintained within the mainframe computers systems.
- B. Computer data created or maintained within a district-wide mini-computer system.
- C. Data stored on file servers and workstations within the district.
- D. District data stored outside data processing services.

By signing below, you acknowledge that you have received a copy of this notice, that you understand the responsibilities of authorized users, and further understand that intentional misuse of data and / or computers can result in disciplinary action.

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Parent/Guardian (print)	Parent/Guardian (signature)	Date
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Student (print name)	GRADE	Student (signature)	Date
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## Appendix C

### **Southwest Middle & High School Public Notification of Nondiscrimination in Career and Technology Education Programs**

1. Southwest Middle & High School offers career and technology education programs in Keyboarding, Desktop Publishing, Computer Applications, BCIS, and Genesys. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.
2. It is the policy of Southwest Middle & High School not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of Southwest Middle & High School not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. Southwest Middle & High School 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.
5. For information about your rights or grievance procedures, contact the Title IX Coordinator/Section 504 Coordinator at Southwest Middle & High School, 6400 Southwest Freeway, Houston, TX, 77074, 713-954-9528.

*Appendix D*  
**Southwest Middle & High School**  
**Photography and Videotaping for School Publicity**  
**and/or District Web Pages**  
**2010-2011**

In a typical school year, there are numerous positive activities in the school which merit news coverage. Often the news media want to include student pictures in their coverage. If for some reason you as a parent or guardian **DO NOT** want your child photographed or videotaped and/or shown on District Internet web pages for school publicity purposes, please complete the form on this page.

---

Student Name (printed)

Grade

---

Parent Name (printed)

(Please check one of the following:)

- I **DO** give permission for the above-named child to appear for school publicity purposes in a photograph or videotape, or on District websites where the child can be easily recognized or identified
- I **DO NOT** give permission for the above-named child to appear for school publicity purposes in a photograph or videotape, or on District websites where the child can be easily recognized or identified

---

Parent/Guardian Signature

---

Date

***Appendix E***  
**Options and Requirements**  
**For Providing Assistance to Students Who Have Learning Difficulties**  
**or Who Need or May 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 local education agencies 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 report to the parent.

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

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

Contact Person: Marlin Murdock  
Director of Special Education

Phone Number: 713-784-6345

*Appendix E, Continued...*

**Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial**

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tienen derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities)*.

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

Nombre de la persona: Marlin Murdock  
Director de educación especial

Numero de teléfono: 713-784-6345

## *Appendix F*

### Confidentiality of Student Records

Southwest Middle & High School complies with federal and state regulations related to the right of students, parents or adult students, ie. Those students who are 18 years of age or older, to access, inspect, and review the confidential school records of the student. Southwest Middle & High School complies with the Family Educational Rights and Privacy Act of 1974, (34.CFR part 99), and other related statutes, 34.CFR 300.127; 34 CFR 300.560-300.575; TEC 26.004; 19 TAC 89.1050), which protect the confidentiality of students' records at their collection, storage, disclosure, and destruction stages.

Highlights of these safeguards are:

- (1) Southwest Middle & High School permits parents or adult students to inspect and review any educational records relating to the student without unnecessary delay, in no case more than 45 days after the request is made.
- (2) The right to inspect and review education records includes the right to a response to reasonable requests for explanations and interpretations of the records, the right to request copies of the records if inspection and review are not feasible, and the right to have a representative of the parent or adult student inspect and review the records.
- (3) The education records which may be inspected and reviewed include:  
Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, admission applications, health and immunization information, teacher and counselor evaluations, and reports of behavioral patterns
- (4) A parent or an adult student who believes that information in education records collected, maintained or used is inaccurate or misleading or violates the privacy or rights of the student may request that records be amended. Southwest Middle & High School will decide whether to amend the information in accordance with the request within a reasonable period of time. If Southwest Middle & High School decides not to amend the information, it will inform the parent or adult student of the refusal and advise them of the right to a hearing under Section 300.568. If as a result of the hearing, Southwest Middle & High School decides that the information is inaccurate, misleading, or in violation of the student rights, it shall amend the information accordingly and so inform the parent/adult student in writing. If as a result of the hearing, Southwest Middle & High School decides the information is not inaccurate, misleading, or in violation of student rights, it shall inform the parent/adult student of the right to place a statement commenting on the information or setting forth any reasons for disagreeing with the decision of Southwest Middle & High School. This explanation is then maintained and disclosed as part of the student records.
- (5) Southwest Middle & High School does not disclose information from education records to officials/other participating agencies without parent/adult student consent unless authorized by 34.CFR Part 99. (One example of disclosure under this part is the exchange of information between schools at enrollment when a student transfers). Southwest Middle & High School keeps a record of parties obtaining access to educational records, collection, maintained or used, except by parents, adult students, or authorized Southwest Middle & High School employees, including the name, date access was given, and the purpose for which the party is authorized to use the records. Southwest Middle & High School provides parents/adult students on request a list of the types and locations of education records collected, stored, or used by Southwest Middle & High School staff.
- (6) Southwest Middle & High School staff collecting or using personally identifiable information receive training regarding federal and state guidelines. The Principal of Southwest Middle & High School assumes responsibility for ensuring the confidentiality of any personally identifiable general information and the Director of Special Education assumes responsibility for the confidentiality of any current listing of the names and positions of employees who have access to personally identifiable information.