

**SST**  
**STUDENT HANDBOOK**

**2009-2010**



**SCHOOL OF SCIENCE AND TECHNOLOGY**

BETTER EDUCATION, BETTER FUTURE

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- Please see student handbook online at <http://www.ssttx.org/Academic/studenthandbook.htm> or under “School Documents” from the left web menu on <http://www.ssttx.org>

Dear Students,

Welcome to the 2009-2010 school year at School of Science and Technology! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at School of Science and Technology is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of the School of Science and Technology is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

School of Science and Technology is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire School of Science and Technology staff and community, best wishes for a great 2009-2010 school year!

Sincerely,

Dr.Bulent Dogan, Superintendent

Mehmet E. Yetis, Dean of Students

## MISSION STATEMENT

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, School of Science and Technology creates a partnership from among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, School of Science and Technology does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

## SCHOOL OF SCIENCE AND TECHNOLOGY

### STUDENTS RIGHTS AND RESPONSIBILITIES

#### STUDENTS' RIGHTS

- ✓ To feel safe in the school environment;
- ✓ To take full advantage of the learning opportunities;
- ✓ To work in an environment free from disruptions, and chaos:
- ✓ To express their opinions, ideas, thoughts, and concerns:
- ✓ To have a healthy environment that is smoke, alcohol, and drug free;;
- ✓ To use school resources and facilities for self-betterment under appropriate supervision;
- ✓ To expect courtesy, fairness, and respect from all members of the community;
- ✓ To be informed of all expectations and responsibilities;
- ✓ To take part in a variety of school activities; and
- ✓ To have the right to due process;

#### STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest;
- ✓ To do his or her best to learn and master all he or she can;
- ✓ To respect school rules, regulations, and policies;
- ✓ To be sure that personal expression does not interfere with the rights of others;
- ✓ To follow state law and school policies concerning substance abuse;
- ✓ To respect and protect the personal and property rights of others and of the school;
- ✓ To treat all members of the community with full respect, fairness, and courtesy;
- ✓ To abide by all the expectations of the school and its community;
- ✓ To follow the prescribed guidelines for participation in school activities; and
- ✓ To adhere to due process procedures.

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## 1. INTRODUCTION

To achieve our mission, every member of the School of Science and Technology community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

## 2. COUNSELING SERVICES

School of Science and Technology has a teacher who is available to see students regarding problems that they may be experiencing at school or home. Usually the class teacher refers the student to the counselor with the approval of the Principal or Assistant Principal.

## 3. UNIFORM AND PERSONAL APPEARANCE

SST has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Most of the uniform items can be purchased from the school and/or from the companies suggested by the school.

### **IMPORTANT REMINDER**

**If you arrive at school out of uniform, your parents will be called.**

**You will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence.**

**The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.**

**VISIT UNIFORM POLICY PAGE FOR SPECIFIC UNIFORM PICTURES at**  
**<http://www.ssttx.org/Academic/Dresscode.htm> OR under "School Documents" from the left**  
**web menu on <http://www.ssttx.org>**

### **OFFICIAL UNIFORM FOR:**

- **MIDDLE SCHOOL/HIGH SCHOOL:**

#### **GIRLS/BOYS:**

##### **Uniform Top**

- Red polo shirts with short sleeves for Middle School/ Blue polo shirts with short sleeves for High School (sold at school).
- Navy blue/black (Cardigan) jacket:

- Plain and solid color, no monogrammed sports pull over.
  - Knitted sweaters that open downward the full length of the front, button or zipper are acceptable.
  - Sweater with a hood may be worn but the hood is never allowed up during class or in the halls.
- Only solid navy blue/black long sleeves polo T-Shirt under the uniform shirt is allowed.

## **!!! Skirts, Walking Shorts, Capris are not Allowed !!!**

### **Pants (Boys/Girls)**

- Khaki / Navy Blue pants.
- Black, dark brown or dark blue belt **if it is necessary.**
  - properly fitting
  - **Plain, without patterns, not shiny or writing on it.**
- No jeans except when given explicit permission.

### **Footwear**

- **Socks:** White, navy, blue or black (must be worn at all times). No peds or footies.
  - a) **Shoes:** Lace-up shoes or loafers (closed toe, closed heel), athletic shoes. No sandals or mules
  - b) Not permitted
    - no sandals
    - no flip-flops
    - no open toe/ heel
    - no roller shoes
- All shoes should have backs or secure straps on back of shoe for safety and always remain strapped and tied.

## **ALL GARMENTS MUST COMPLY WITH SST GUIDELINES AT ALL TIMES!**

### **GENERAL GUIDELINES**

- I. SST prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- II. Jewelry must be gender appropriate and simple. Jewelry and accessories should be appropriate for school and not attract undue attention.
- III. Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him/her (this includes Mohawks or any other extreme haircuts).
- IV. PE uniforms are permitted only in PE class.
- V. Coats, jackets, and items not meeting dress code must be stored in lockers. They are not to be worn inside classroom or hallways.
- VI. **Dress Code on Free Dress Days:** All dress code rules apply to free dress days also with the exception of not wearing school uniforms. Garments will be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, short dresses and skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a child if students violate the dress code.

### **GROOMING:**

**8<sup>th</sup>-12<sup>th</sup> Boys: NO FACIAL HAIR** (beards, mustaches, or goatees). Sideburns may be to the tip of the ear lobe. Boys will come to school clean-shaven each day.

**NOT PERMITTED:** any display of body piercing or clip-on jewelry (**EARRINGS, NOSE RINGS, ETC.**)

**All female students: NO HOOP EARRINGS** of any kind. Post earrings ONLY. Make-up and nail polish must be tasteful, not calling attention to themselves.

## **ALL STUDENTS ARE NOT PERMITTED TO HAVE:**

Tattoos; body piercing; body writings; sunglasses; pajamas; wallets with long chain; hats; caps; bandannas; and other headgear.

**Please note:** PE uniforms will be sold at the orientation by the PTO. You may purchase them at any Wal-Mart/ Academy/ Fiesta etc. using the following guidelines for all students:

PE Shirts must be plain gray t-shirts (with sleeves).

PE Shorts/ Pants must be plain gray (They should be no shorter than the width of a dollar bill above the knee-cap level).

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## **ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS**

In addition to making sure you are wearing the school uniform, SST requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. It is the desire of the administration that students attend school with a neat, conservative, well-groomed, and modest appearance. Some aspects of the dress code are institutional preferences that are deemed reasonable and enforceable. The dress code listed below will encourage young people to maintain good standards of dress as well as allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classroom or hallways. They must be stored in lockers until dismissal/ or worn for outside lunch.

### **Pants and Sweatshirts:**

- May not be rolled at the waist.
- Must be tucked in at all times.
- Sleeves of sweaters may not be rolled.
- Capri, pedal pushers, any other pant type that are anatomically revealing is **prohibited**.

### **Pants and Slacks:**

- Must fit properly.
- May not be baggy.
- May not sag.
- No low waist pants.

- May not be cargo style.
- Belts must fit properly and not hang down when buckled.

**Footwear:**

- **Girls:** No sandals, clogs, high-heels, platform shoes, hiking boots, or snow boots.
- **Boys:** No sandals, hiking boots, or snow boots.
- Shoes must be kept polished at all times.
- All footwear will be properly tied and strapped.

**Personal Appearance:**

- Jewelry must be gender appropriate and simple.
- Jewelry and accessories should be appropriate for school and not attract undue attention (only a pair of rings and a pair of earrings are permitted). All other piercing must be removed while on campus.
- **Religious Necklace, Bracelet and other religious gear are permitted.**
- Girls may not wear excessive make up. Boys may not wear any make up.
- No facial and body piercing.
- No tattoos.
- No extreme hairstyles and hair colors.
- Sunglasses are not permitted.
- PE uniforms are permitted only in PE class.
- Wallets with long chain are not acceptable due to safety concerns.
- No pajamas, PE uniform pants or similar material under skirt is acceptable.
- Boys may not grow mustache and beard.
- **No fake nails.**
- 

**Outerwear:**

- No hats, caps, bandanna, and other headgear and outerwear such as windbreakers, jean jackets, or ski jackets. No jackets or coats.

**School uniforms can ONLY be purchased from SST School**

**SST SCHOOL UNIFORM PRICE LIST**

- **School shirt - \$18.00**

Should you have any questions regarding this matter, please call 210 804 0222

**4. REPORTS and GRADING SCALE**

Each student will be assigned a progress card grade in a class at the end of the 3 three-week progress reporting periods within a semester. Each progress card will be sent with the student with the Wednesday mail folder. Each student will also be assigned a report card grade in a class at the end of the six-week reporting periods within a semester. Each report card will be mailed out. Please notify the school office (call 210-804 0222) for any address or contact number change immediately. Students will also receive a final grade for the semester, which will be averaged together with the 3 reporting periods. Each reporting period and the final grade will have a weight of 25%.

**This school year progress card and report card grade dates will be as follows:**

<b>1<sup>st</sup> 6-week</b>	Aug 24 - Oct 2	29	Days
<b>2<sup>nd</sup> 6-week</b>	Oct 5 - Nov 6	24	Days
<b>3<sup>rd</sup> 6-week</b>	Nov 9 - Dec 18	25	Days
<b>4<sup>th</sup> 6-week</b>	Jan 4 - Feb 19	34	Days
<b>5<sup>th</sup> 6-week</b>	Feb 22 – Apr 9	29	Days
<b>6<sup>th</sup> 6-week</b>	Apr 12 – May 28	34	Days
<b>Total</b>		<b>175</b>	<b>Days</b>

Grades for the report cards are due the last day of each grading period which is a Friday except the last 6-weeks of the school (see the academic calendar).

The school is responsible for printing and issuing the progress reports, DPS reports and report cards in a timely fashion. It is the parent's responsibility to report to the school and request a report not received in time. If you do not get your progress card and report card, please call school office at 210-804 0222.

As another communication tool, SST uses **Wednesday Mail** folders. **Every Wednesday**, parent should see the Wednesday mail folder and sign it. **Progress Cards will be sent by Wednesday mail folder.**

It is the teacher's responsibility to call or email parents, if a student is failing a class. We must also underline that, it is the parent's responsibility to ensure that students submit their homework.

You may also get online information about your child's progress and assignments by logging in on our website [www.ssttx.org](http://www.ssttx.org).

SST is dedicated to excellence in education, and we want to clarify and commit to our responsibilities to create more caring and efficient communication between homes and school.

All classes at SST will follow this standard scale for assigning letter grades for six-week periods, finals and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

A	90 –100
B	80 – 89
C	70 – 79
<b>D</b>	<b>60 – 69</b>
<b>F</b>	<b>0 – 59</b>

Conduct Grades:

E	Excellent
S	Satisfactory
N	Needs Improvement
P	Poor
I	Incomplete

## 5. EXAMINATION PROCEDURES

At SST, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (Stanford 9, IOWA Test, TAKS, SDAA, RPTE ) are used on a state-wide basis as measures of student performance, students at SST are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examination.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero award is to be made or a lesser/harsher penalty imposed.

**ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR.**

## 6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at SST. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website and weekly assignments are posted at our web site [www.sstx.org](http://www.sstx.org).

## 7. GRADE PROMOTION POLICY

The 6<sup>th</sup> – 8<sup>th</sup> grade promotion from one grade to another in SST shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 60 in English.
3. A student must maintain a yearly average of 60 in Mathematics.
4. A student must maintain a yearly average of 60 in Social Studies
5. A student must maintain a yearly average of 60 in Science.
6. A student must meet the minimum requirements in all TAKS tests.
7. A student must attend at least 95% of the classes throughout the year in order to be promoted to the next grade level. More than 9 unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absences
8. Students who failed any of non-core subjects need to obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully, and return it back to school by the assigned day so that they will be promoted to next grade level. Failure to do so will result in repeating the grade.

If a student does not meet one of the above criteria during a year, he/she needs to sit for a test in the area failed. Harmony uses a board-approved state accredited test for grade acceleration. Students who fail the regular year get review sheets for the test at the end of the year and sit for the test during the first week of July. The test is scored by the state accredited institution. The student must have a score of 70 or above to be promoted to the next grade level.

10. High School students should earn 26 credits for graduation (24 credits for students who entered 9<sup>th</sup> grade before 2007-2008). To earn a credit from a class students must attend 95% of that class and have a passing grade (above F). If a student fails a course, the student must take the credit from other high schools during summer time.

11. A student must attend at least 95% of the classes throughout the year in order to be promoted to the next grade level. More than 9 unexcused absences within one school year will result in failing. There will be no make-up exam for unexcused absences.

## 8. SUMMERSCHOOL

The School of Science and Technology will not offer Summer School during 2009-2010 school year. Instead, SST will offer CBE (Credit By Exam) Examinations for middle school students (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders) who have not successfully completed one or more core courses (Social Studies, Language Arts, Mathematics, and Science) or those who have not met performance standards in TAKS (Texas Assessment of Knowledge and Skills) in one or more areas or who have not maintained an average of 70 out of 100 or higher.

Courses:

1- Mathematics    2- Social Studies    3- Science    4- English Language Arts

According to Texas Administration Code (TAC), Subchapter C, section 74.24(c3), any student who takes any of the CBE examinations has to score at least 70 out of 100 in order to get credit for the course which s/he fails and hence to get promoted to the next grade level.

SST will order the tests from K-16 Education Center of the University of Texas at Austin. The tests will be administered at SST by SST staff members. The content review sheets will be provided to the students on the last day of the school year prior to the testing date in order for the students to get prepared for the test. Testing dates will be announced at the end of school year.

Students who are taking the CBE examination will pay a fee of \$20 per test. **Only cash** will be accepted as the method of payment. No money will be refunded after the registration. Testing fee is subjected to change.

The tests will be graded by University of Texas K-16 Education Center. A score report will be mailed to the school indicated on the enrollment form within three weeks after the completed exam is returned to the K-16 Education Center.

## 9. CREDIT and ACCELARATION by EXAM

Using guidelines established by the State Board of Education, School of Science and Technology uses examinations for acceleration and credit. SST will give a student in grade level six or above credit for a subject on the basis of a board-approved examination for credit in the subject if the student scores in the 90<sup>th</sup> percentile or above on the examination. If a student is given credit in a subject on the basis of an examination, the examination score will be entered on the student's transcript.

Students in grades 6 – 8<sup>th</sup> who have received previous instruction in a subject area may earn credit for the subject by passing an exam (with a score of 70) that assesses the student's knowledge and skills in that subject area. Students in grades 6-8<sup>th</sup> seeking placement credit in a subject area in which they have not received prior instruction may earn credit by passing these exams with a grade of 90 or above.

# **SST GRADUATION REQUIREMENTS (High School Credit Courses)**

## **( SST Graduation Standards )**

Students will receive the Texas Scholars Award upon completion of either the Recommended High School Program or the Distinguished Achievement Program with a "C" or better average. A student who entered the 9<sup>th</sup> grade in the 2006-2007 school year and after will complete the Recommended High School Program (RHSP) or Distinguished Achievement Program (DAP) to receive a diploma. The requirement may be waived under certain circumstances.

All students who seek a SST diploma must complete the recommended high school program (RHSP) or Distinguished Achievement Program (DAP). In addition, graduating seniors must;

1. Pass Exit-Level state tests (TAKS).
2. Show a proof of completion of 100 hours of community service .
3. Show a proof of admission by a four-year college.

### **Recommended High School Program**

#### **Minimum 24 Credits**

**(for students who entered 9th grade in 2006–07 school year and before)**

Courses	Credit
Language Arts	4
Mathematics	3
Social Studies	0.5
Economics/Free Ent.	0.5
Science	3
Health	0.5
Physical Education	1.5
Speech	0.5
Other Languages	2
Technology Applications	1
Fine Arts (Speech may not substitute)	1
Electives	3.5
<b>Total</b>	<b>24</b>

**Language Arts . . . . . 4 credits**

Must consist of English I, II, III, and IV. AP, IB, or college courses may substitute. (English I for Speakers of Other Languages and English II for Speakers of Other Languages may be substituted for English I and II for immigrant students with limited English proficiency only.)

**Mathematics . . . . . 4 credits**

Must consist of Algebra I, \*Geometry, and Algebra II. AP, IB, or dual credit college courses may substitute. Four credits in math must be completed in grades 9-12

**Science . . . . . 4 credits**

Four credits selected from four specified areas as indicated below. (No more than one credit may be chosen from each of the four areas.)

- Integrated Physics and Chemistry;
  - Biology, AP Biology, or IB Biology;
  - Chemistry, AP Chemistry, or IB Chemistry;
  - Physics, Principles of Technology I, AP Physics or IB Physics.
- Students are encouraged to take Biology, Chemistry, and Physics.

**Social Studies . . . . . 3.5 credits**

World Geography (1 credit), World History (1 credit), U.S. History (1 credit), and Government (0.5credit)

**Foreign Language . . . . . 2 credits**

Must consist of Level I and Level II in the same language

**Health . . . . . 0.5 credits**

Must be Health Education (0.5 credit) or Health Science Technology (1 credit)

**Physical Education . . . . . 1.5 credits**

Foundations of Personal Fitness (0.5 credit) must be taken first if a student is not enrolled in a P.E. equivalent class. Students may earn no more than 2 credits toward state graduation requirements in Physical Education.

**Speech . . . . . 0.5 credits**

Must be Communication Applications

**Computer . . . . . 1 credit**

Must be one of the courses listed below.(\*\*)

**Fine Arts . . . . . 1 credit**

Choir, Band, Orchestra, Dance, Art, Theatre Arts, Music Theory, Music History & Literature or Art History

**Economics/Free Ent. . . . . 0.5 credit**

**Other Electives . . . . . 3.5 credits**

\*\*Computer Science I and II, Desktop Publishing, Digital Graphics and Animation, Multimedia, Video Technology, Web Mastering, Technology Applications, Business Computer Information Systems (BCIS I), Business Computer Information Systems 2 (BCIS II), Business Co-op (BCIS II Co-op), Business Computer Programming

**The Distinguished Achievement Program includes:**

1. All courses required by the Recommended High School Program
2. Three (3) credits in Foreign Language. Must consist of Level I, Level II, and Level III in the same foreign language.

**Distinguished Minimum 24 (for students Grade in 2006– and before)**

Fine Arts (Speech may not substitute)	1
Electives	2.5
<b>Total</b>	<b>24</b>

**Graduation Plan Credits who entered 9<sup>th</sup> 07 school year**

<b>Courses</b>	<b>Credit</b>
Language Arts	4
Mathematics	3
Social Studies	0.5
Economics/Free Ent.	0.5
Science	3
Health	0.5
Physical Education	1.5
Speech	0.5
Other Languages	3
Technology Applications	1

## Advanced Measures

### Standards for Approval of Requirements:

- The measures must focus on demonstrated student performance at the college or professional level.
- Student performance on advanced measures must be assessed through an external review process.

### Requirements:

- A student must achieve any combination of four of the following:

#### 1.Original research/project:

- judged by a panel of professionals in the field that is the focus of the project; or
- conducted under the direction of mentor(s) and reported to an appropriate audience; and
- related to the required curriculum set forth in 19 TAC §74.1 (relating to Essential Knowledge and Skills).
- may not be used for more than two of the four advanced measures.

#### 2.Test data:

- a score of three or above on The College Board Advanced Placement examination;
- a score of four or above on an International Baccalaureate examination;
- a score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

#### 3.College courses:

- a grade of 3.0 or higher on courses that count for college credit, including tech prep programs.

The following graduation requirements apply to students entering grade 9 in school year 2007-08 and after:

Discipline	Recommended High School Program (RHSP)	Distinguished Achievement Program (DAP)
English	<b>Four Credits</b> must consist of: <ul style="list-style-type: none"> <li>– English I or English I for SOL</li> <li>– English II or English II for SOL</li> <li>– English III or AP English Language and Composition</li> <li>– English IV or AP English Literature and Composition</li> </ul>	<b>Four Credits</b> must consist of: <ul style="list-style-type: none"> <li>– English I or English I for Speakers of Other Languages</li> <li>– English II or English II for Speakers of Other Languages</li> <li>– English III or AP English Language and Composition</li> <li>– English IV or AP English Literature and Composition</li> </ul>
Mathematics	<b>Four Credits</b> must consist of: <ul style="list-style-type: none"> <li>– Algebra I</li> <li>– Geometry</li> <li>– Algebra II</li> <li>– Mathematical Models with Applications or Precalculus or AP Statistics or AP Calculus AB or AP Calculus BC or AP Computer Science or Independent Study or Concurrent Enrollment in College Courses</li> </ul>	<b>Four Credits</b> must consist of: <ul style="list-style-type: none"> <li>– Algebra I</li> <li>– Geometry</li> <li>– Algebra II</li> <li>– An additional course for which Algebra II is prerequisite such as Precalculus or AP Statistics or AP Calculus AB or AP Calculus BC or AP Computer Science or Independent Study or Concurrent Enrollment in College Courses</li> </ul>

Science	<p><b>Four Credits:</b></p> <ul style="list-style-type: none"> <li>– One credit must be a biology credit (Biology, AP Biology).</li> <li>– Students must choose two credits from the following areas. No more than one credit may be chosen from each of the areas: <ul style="list-style-type: none"> <li>(i) Integrated Physics and Chemistry (IPC);</li> <li>(ii) Chemistry, AP Chemistry; and</li> <li>(iii) Physics, AP Physics.</li> </ul> </li> </ul> <p>IPC cannot be taken as the final or fourth year of science.</p> <ul style="list-style-type: none"> <li>– The fourth credit must be selected from the following Astronomy, Aquatic Science, Environmental Science, Earth and Space Science, AP Biology, AP Chemistry, AP Physics B or C, and AP Environmental Science.</li> </ul>	<p><b>Four Credits</b> must consist of:</p> <ul style="list-style-type: none"> <li>– A biology credit (Biology or AP Biology)</li> <li>– A chemistry credit (Chemistry or AP Chemistry)</li> <li>– A physics credit (Physics or AP Physics (B or C))</li> <li>– The fourth credit must be selected from the following Astronomy, Aquatic Science, Environmental Science, Earth and Space Science, AP Biology, AP Chemistry, AP Physics B or C, and AP Environmental Science. IPC may not be taken to fulfill any of the four credits of science requirements.</li> </ul>
Social Studies	<p><b>Three and one-half credits</b> must consist of:</p> <ul style="list-style-type: none"> <li>– World Geography (one credit)</li> <li>– World History or AP World History (one credit)</li> <li>– US History or AP US History (one credit)</li> <li>– US Government or AP US Government (one-half credit)</li> </ul>	<p><b>Three and one-half credits</b> must consist of:</p> <ul style="list-style-type: none"> <li>– World Geography (one credit)</li> <li>– World History or AP World History (one credit)</li> <li>– US History or AP US History (one credit)</li> <li>– US Government or AP US Government (one-half credit)</li> </ul>
Economics	<p><b>One-half credit</b> must consist of: – Economics or AP Macroeconomics or AP Microeconomics</p>	<p><b>One-half credit</b> must consist of: – Economics or AP Macroeconomics or AP Microeconomics</p>
Physical Education	<p><b>One and one-half credits</b> of the foundations of Personal Fitness</p>	<p><b>One and one-half credits</b> of the foundations of Personal Fitness</p>
Languages Other Than English	<p><b>Two Credits</b> must consist of Level I and Level II in the same language. An AP course can also be substituted for each level (must also be the same language).</p>	<p><b>Three Credits</b> must consist of Level I, Level II, and Level III in the same language. An AP course can also be substituted for each level (must also be the same language).</p>
Health Education	<p><b>One-half credit</b> of Health Education</p>	<p><b>One-half credit</b> of Health Education</p>
Technology Applications	<p><b>One credit</b> choose one from the followings:</p> <ul style="list-style-type: none"> <li>– Computer Science</li> <li>– Desktop Publishing</li> <li>– Digital Graphics</li> <li>– Multimedia</li> <li>– Video Technology</li> <li>– Web Mastering</li> <li>– BCIS</li> <li>– AP Computer Science A</li> <li>– AP Computer Science AB</li> </ul>	<p><b>One credit</b> choose one from the followings:</p> <ul style="list-style-type: none"> <li>– Computer Science</li> <li>– Desktop Publishing</li> <li>– Digital Graphics</li> <li>– Multimedia</li> <li>– Video Technology</li> <li>– Web Mastering</li> <li>– BCIS</li> <li>– AP Computer Science A</li> <li>– AP Computer Science AB</li> </ul>
Fine Arts	<p><b>One credit</b> choose one from the followings:</p> <ul style="list-style-type: none"> <li>– Art</li> <li>– Dance</li> <li>– Music</li> <li>– Theatre</li> <li>– AP Music Theory</li> <li>– AP Studio Arts</li> <li>– AP Art History</li> </ul>	<p><b>One credit</b> choose one from the followings:</p> <ul style="list-style-type: none"> <li>– Art</li> <li>– Dance</li> <li>– Music</li> <li>– Theatre</li> <li>– AP Music Theory</li> <li>– AP Studio Arts</li> <li>– AP Art History</li> </ul>
Speech	<p><b>One-half credit:</b></p> <ul style="list-style-type: none"> <li>– Communication Applications</li> </ul>	<p><b>One-half credit:</b></p> <ul style="list-style-type: none"> <li>– Communication Applications</li> </ul>
Elective Courses	<p><b>Three and one-half credits from:</b></p> <ul style="list-style-type: none"> <li>– Photography</li> <li>– Anthropology</li> <li>– Multiculturalism</li> <li>– Journalism</li> <li>– Debate</li> </ul>	<p><b>Two and one-half credits from:</b></p> <ul style="list-style-type: none"> <li>– Photography</li> <li>– Anthropology</li> <li>– Multiculturalism</li> <li>– Journalism</li> <li>– Debate</li> </ul>

	<ul style="list-style-type: none"> <li>- Home Economics</li> <li>- Automotive</li> <li>- Creative Writing</li> <li>- Senior Literacy</li> <li>- Drama</li> <li>- Psychology</li> <li>- Sociology</li> <li>- Introduction to Engineering Design, and other PLTW Pathway to Technology Courses</li> <li>- Or any other course approved by Harmony School</li> </ul>	<ul style="list-style-type: none"> <li>- Home Economics</li> <li>- Automotive</li> <li>- Creative Writing</li> <li>- Senior Literacy</li> <li>- Drama</li> <li>- Psychology</li> <li>- Sociology</li> <li>- Introduction to Engineering Design, and other PLTW Pathway to Technology Courses</li> <li>- Or any other course approved by Harmony School</li> </ul>
Advanced Measures	None	A student must receive any combination of four advanced measures.
Community Service	100 hours	100 hours
College Admission	Proof of admission by a four-year college is required	Proof of admission by a four-year college is required

All students must pass the Texas Assessment of Knowledge and Skills (TAKS) Exit level unless they qualify for exemption.

### Course-by-Credit Summary

Discipline	RHSP Credits	DAP Credits
English	4.0	4.0
Mathematics	4.0	4.0
Science	4.0	4.0
Social Studies	3.5	3.5
Economics	0.5	0.5
Physical Education	1.5	1.5
<b>Languages Other Than English</b>	<b>2.0</b>	<b>3.0</b>
Health Education	0.5	0.5
Technology Applications	1.0	1.0
Fine Arts	1.0	1.0
Speech	0.5	0.5
<b>Elective Courses</b>	<b>3.5</b>	<b>2.5</b>
<b>TOTAL</b>	<b>26</b>	<b>26</b>

### Advanced Measures Required for the Distinguished Achievement Program

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students. As a college preparatory school system, SST Schools strongly encourage the students to follow the DAP. In order to graduate under DPA, students must complete the requirements described in §74.1 of the Texas Administrative Code and receive any combination of four of the following advanced measures:

#### 1. Original Research Project that is:

- judged by a panel of professionals in the field that is the focus of project; or
- conducted under the direction of mentor(s) and reported to an appropriate audience; and
- related to the required curriculum set forth in TAC §74.1

*Original research project may not be used for more than **two** of the four advanced measures*

## 2. Test Data:

- A score of three or above on The College Board Advanced Placement examination (*may be used for all **four** advanced measures with no limit*);
- A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of:
  - The National Hispanic Scholar Program of The College Board; or
  - The National Achievement Scholarship Program for Outstanding Black Students of the National Merit Scholarship Corporation.

*The PSAT score may count as only **one** advanced measure regardless of the number of honors received by the student.*

**3.College Courses:** A grade of 3.0 or higher on courses that count for college credit (may be used for all four advanced measures

## 10. ACADEMIC ACHIEVEMENT RECORD

### STATE CREDIT COURSES

All courses which are to be counted toward graduation must be state approved courses. Students will receive the Texas Scholars Award upon completion of either the Recommended High School Program or the Distinguished Achievement Program with a "C" or better average. A student who entered the 9th grade in the 2003 – 04 school year and thereafter will complete the Recommended High School Program (RHSP) or Distinguished Achievement Program (DAP) to receive a diploma. **The requirement may be waived under certain circumstances.**

### LOCAL CREDIT COURSES

The Courses in which all students may participate but may not receive state credit towards graduation are local credit courses. Local credit is not counted toward state graduation requirements unless the course is required by an ARD Committee for students receiving special education services. **These courses are calculated as part of GPA and class rank.**

Local credit courses that are offered at SST:

- PSAT/SAT Prep Course
- College Prep Transition Math
- Physical Education/Athletics/Cheerleading/ for 3rd-4th credits
- Office Aide (juniors and seniors grade only. No grade or grade points. Does not appear on transcripts).
- TAKS Support Classes
- Career Education

### CREDIT IN 8TH GRADE

Students can earn high school credit in 8<sup>th</sup> grade in the following courses:

- Algebra 1
- Biology
- Electives (must be approved)

Students **cannot** earn high school credit in 8<sup>th</sup> grade in Foreign Language.

### AWARDING CREDIT

A student earns half credit per semester and one credit per year for successful completion of a course. Courses vary from one to two semesters in length. For courses that are two semesters, if a student fails from the first semester, student will continue to take second part of the course. The student needs to recover the missing credit through approved summer school and/or approved online courses. School administrators are responsible for summer school/ online course approval.

### TRANSFER OF CREDIT

Courses taken in middle school do not count for high school GPA or class rank. Beginning with the ninth grade class of 2007-2008, students in grades 9-12 must be enrolled in Mathematics, a Science, English and a Social studies course each year regardless of high school credits earned prior to grade 9.

## 11. GRADE CLASSIFICATION STANDARDS

Placement of students in grades nine through twelve is determined by the number of credits earned.

GRADE LEVEL	CREDIT
Freshman	0-5 credits
Sophomore	5.5-11 credits
Junior	11.5-16 credits
Senior	16.5-up credits
To Graduate	Minimum of 24 credits (for students entering 9th grade in 2006-07 or before) Minimum of 26 credits (for students entering 9th grade in 2007-08 and thereafter)

## 12. CLASS RANK, GPA, COURSE WEIGHT

Beginning with the 2008-09 freshman class, all course recorded on the Academic Achievement Record (high school transcript) shall count toward GPA using the semester grades received. These courses shall be weighted if classified as Advanced Placement, Dual Credit.

1. Class rank is determined by the Grade Point Average (GPA) of all high school credit courses taken through the fifth six weeks of grade 12. Grade Point Average (GPA) is calculated as follows:
  - a. Multiply the grade points for each course by the number of hours of credit for the course.
  - b. Then calculate the sum of the grade points for all courses taken.
  - c. Divide the sum of the grade points by the total number of credits.
  
2. Estimated class rankings are to be determined at the end of the junior year and the first semester of the senior year for the express purpose of college entrance requirements. Senior class rank is determined by the grade point average through the end of seven semesters plus the average of the fourth and fifth six-week periods of grade 12. This ranking will be used to identify summa cum laude, magna cum laude, and cum laude graduates.

	AP Course Weight	Regular Course Weigh
<b>A</b>	5	4
<b>B</b>	4	3
<b>C</b>	3	2
<b>D</b>	2	1
<b>F</b>	0	0

3. To be eligible for valedictorian or salutatorian honors, Students must be enrolled for their sixth and seventh semesters in SST, and graduate in no fewer than eight regular semesters.
4. Final transcripts will reflect the final GPA (grade point average) and rank in class at the end of the final semester in high school. It is important to acknowledge that the academic class rank and GPA are two distinct calculations, which may not correlate one to the other.
5. Grades that will not be calculated in a student's academic class rank:
  - Online courses
    - Credit by Examination
    - Examination for Acceleration

- Home School Courses
  - Unaccredited private school courses
  - Distance Learning (correspondence courses)
  - Courses taken for high school credit while in middle school
  - Concurrent enrollment courses taken at a college or university.
6. Summer school and night school grades in the core courses, if instruction was delivered in a traditional classroom setting, will count toward class rank. The four-point weight scale will be used for these courses.
  7. To be eligible for summa cum laude (3.90-4.00), magna cum laude (GPA: 3.750- 3.899), or cum laude (3.500-3.749) honors, students must be enrolled for their last two semesters in SST.

### 13. ADVANCED PLACEMENT PROGRAM

The Advanced Placement (AP) Program of the College Board enables students to complete college-level studies as well as prepare for AP exams that give students the opportunity to receive college credit or placement for qualifying exam scores. AP courses encourage critical and creative thought, fine-tune analytical skills, enhance reasoning abilities, and serve as an “academic bridge” to help smooth the transition for students from high school to college. When evaluating a student’s high school transcript, universities place a great deal of importance on the rigor and success of an applicant’s academic program in high school, particularly in the junior and senior years.

The AP program in SST is an inclusive program. A student may enroll in an AP class as long as the prerequisite courses (i.e., English II before English III) have been successfully completed, and the student is willing to accept the time and learning requirements of a college-level class. Each student signs a course contract when enrolling in an AP course. The contract and course description for each class outline in detail the requirements of the class. Successful completion of each AP course requires a significant amount of individual study time per week.

#### AP Exams

The examinations are structured to measure depth of knowledge, completeness of thought, and synthesis of ideas. Approximately 1200 institutions of higher learning award credit based on a student’s AP examination scores. Exams are graded on a five-point scale with college credit usually given for scores of 3 or higher. The score requirement and number of college credit hours or placement credit awarded varies among universities and colleges and can be accessed at [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy). The exams are administered in May of each school year to students enrolled in AP courses. **All SST AP students are required to take AP exams.**

#### List of AP Courses Offered in Harmony Schools\*

AP Course	Equivalence in Graduation Plan
AP Art History	Fine Arts
AP Biology	Science
AP Calculus AB	Mathematics
AP Calculus BC	Mathematics
AP Chemistry	Science
AP Computer Science A	Mathematics or Technology Applications
AP Computer Science AB	Mathematics or Technology Applications
AP Economics	Economics
AP English Language and Composition	English Language Arts
AP English Literature and Composition	English Language Arts
AP Environmental Science	Science
AP Music Theory	Fine Arts
AP Physics B	Science
AP Physics C	Science

AP Psychology	Elective
AP Spanish Language	Languages Other Than English
AP Spanish Literature	Languages Other Than English
AP Statistics	Mathematics
AP Studio Art	Fine Arts
AP U.S. Government and Politics	Social Studies
AP U.S. History	Social Studies
AP World History	Social Studies

\* Please note that the AP course offerings may vary from campus to campus

## 14. DUAL CREDIT

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

All dual credit students, regardless of whether they intend to take academic, workforce, or college preparatory courses, must satisfy the following criteria:

1. Junior or senior standing.
2. Passing TAKS , or appropriate scores on community college placement tests.
3. Permission from school and parent to take course (letter of approval or dual credit approval form).

In addition to the above criteria, students taking academic courses must be exempt from the Texas Success Initiative (TSI), or have passing THEA scores or community college placement scores in the skill areas relevant to the college courses they are taking at the community college. Students are exempt from TSI who fulfill one of the following criteria:

1. SAT scores verifying exemption from TSI (500 Verbal/500 Math/ Composite 1070).
2. ACT scores verifying exemption from TSI (19 Verbal/ 19 Math/ Composite 23).
3. TAKS Grade 11 scores verifying exemption from TSI (2200 English Language Arts & Writing Sample 3, and/or Math 2200).

Students that are not exempt must take an approved TSI test (ASSET or COMPASS) and pass those skill areas of the test that are applicable to the courses they are taking. For example, students who want to take history, government, or psychology, must pass the reading part of THEA. To take English composition, students must pass both reading and writing.

To obtain dual credit in year-long courses such as English IV, a student must take both replacement college dual credit courses. A student may receive full credit only after completing one full year at the college level (i.e., cannot combine 0.5 high school credit and 0.5 college credit).

Courses may be taken at the high school during the school day, or at the college campus. In order to receive the high school credit portion of dual credit, the course grade must be at least a "C".

## 15. PSAT/NMSQT POLICY

SST is dedicated to provide comprehensive college prep program that facilitates students' ambition to pursue higher education at nation's top university and colleges. In part of this process, grades 9 through 11 are required to take PSAT/NMSQT test each fall. PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It's a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives a student chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs

The PSAT/NMSQT measures:

- critical reading skills
- math problem-solving skills
- writing skills

The most common reason for taking the PSAT/NMSQT is to receive feedback on student's strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

A fee for PSAT/NMSQT test is \$15. Each student is responsible for paying this fee which is charged by Collegeboard (test maker). Low income families may qualify for a fee waiver. Parents should contact SST administration to request a fee waiver. Each case will be evaluated on individual basis.

## 16. STATE PROGRAMS SUPPORTING TEXAS STUDENTS

Parents should be aware of the TEXAS Grant program. The program awards financial assistance to students in need who are interested in pursuing a college education. Funds can be used to pay for tuition and fees. To be eligible, a student must graduate with the Recommended High School or Distinguished Academic Achievement diploma and be enrolled in an undergraduate or certificate program at an eligible institution. Consult a counselor or the TEA web site for further information. ([www.tea.state.tx.us](http://www.tea.state.tx.us))

### TOP 10% AUTOMATIC ADMISSION

The Texas public colleges or universities must automatically admit students if

1. Students' GPA places in the top 10 percent of the high school graduating class;
2. Student apply no later than two years after graduating from a Texas high school; and
3. Student submit a completed application before the expiration of any filing deadline established by the college.

Colleges and universities may also require an essay, letters of recommendation, admissions and placement tests, fees, and an official high school transcript. For more information, please check with your high school counselor or an admissions officer at the college or university you would like to attend.

## 17. NATIONAL HONOR SOCIETY

High school students who have maintained a GPA minimum of 3.25 during their high school career are eligible for nomination to the school's local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one semester. Selection for membership is based upon a student's evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council comprised of five faculty members appointed by the principal. Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

## 10. ILLNESS, INJURY, AND MEDICATION POLICIES

SST will have a school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

### Illness or Injury During the School Day

Please follow these three rules if you become ill or are injured during the school day.

- Report to the nurse office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not leave the building without permission. Always report to the main office.

### Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
  - sent directly from the pharmacy or physician's office;
  - or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container, the following information must be clearly printed:
  - Student's Name
  - Name of the medication
  - Dosage
  - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse office.

**Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from SST.**

### Head Lice Policy

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SST follows the No – Nit Policy. At the time head lice are positively identified the students parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check if there are nits visible the student will not be allowed to remain in school.

## 11. LIBRARY

The library is a resource center used by all SST students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school and during a study hall. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move any furniture. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

## 12. LOCKERS

Each student will be assigned a locker for his/her individual use at SST. This locker is for storing books, coats, and personal items necessary for school. **The lockers should not be used to store valuable items you bring from home.** SST will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade or share your locker with another student.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the front office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. Texas State law permits inspection of student lockers, at the discretion of local school officials. Students attending SST should not expect privacy of the contents of their lockers, desks, or other school property. In a regular school day, students can go to their locker on the three designated times only.

- a. 10 minutes before classes begin in the morning
- b. During breaks (between classes)
- c. 5 minutes after classes are over

You may not go to your lockers during lunch time.

You will not need to purchase a combination lock for your locker. The school provides locks, for which you make a security deposit. This fee will be refunded when you leave the school if the lock and locker are not damaged.

A locker is an essential part of a student's life at School of Science and Technology. Use of lockers is strongly encouraged since no backpacks will be allowed in any of the classrooms.

## 13. LOST AND FOUND

There will be a Lost and Found Box in the office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check Lost and Found. These items will be kept in Lost and Found Box for up to seven (7) days after they have been found. The corridors are inspected each evening and unsecured student property is placed in Lost and Found in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

## 14. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

### Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.

**In order to eliminate excessive noise in the cafeteria we have a procedure.**

**If the teacher on duty thinks that it is too noisy in the cafeteria, the teacher is going to raise his/her hand for two minutes. During that time students are expected to go back to conversational voice level. In the end of two minute time the teacher is going to get the names of the students who are still talking louder than 2 foot voice level and walking around for reasons other than to get lunch or to warm their meals. Those students are going to serve Saturday detention and are not going to be awarded 5 points for serving Saturday Detention.**

**In order to eliminate disturbance to the classes, students who are having lunch after 4<sup>th</sup> period are required to be quite in the hallway while reporting from cafeteria to their classes.**

**In order to eliminate disturbance to the classes, students who are having lunch after 5<sup>th</sup> period are required to be quite in the hallway while reporting to cafeteria from their classes.**

**Talking in the hallway while reporting to/from cafeteria may result in Saturday Detention with no point awarded when served.**

- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself. **Throwing your lunch box or food across the table, on the floor, or to another student may result in a Saturday Detention with no point awarded when served.**
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.

## **15. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES**

Hallways, stairways, cafeteria, and lavatories are areas used by all members of SST. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories.
- You may not eat in halls or lavatories.
- You may not run in the halls, lunchroom or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of or on top of your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.

Students are not permitted in the halls during class periods and lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

## **16. RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without written permission of the Assistant Principal or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission given .

- Construction areas are out of bounds.
- Any other areas that are determined by the Principal or Assistant Principals
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- Student may not use pay-phone during the day without permission of the principal or assistant principals.

Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

## 17. SCHOOL ACTIVITIES

SST will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

### Field Trips

Field Trips offer exciting ways to learn. SST students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone call will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by SST codes of student conduct while on the field trip.
- You may not qualify for field trips due to standards or requirements set by either the field trip leader or by an administrator.
- Students will be responsible to make up the work for any classes they miss.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are allowed a five minute window from designated departure time for any field trip.
- Field trip leader or SST is not responsible for the students who are left at the school after the designated pick up time.

### After-School Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride should arrive home promptly at the end of the activity.
- You must abide by the SST code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted.

### Science Fair

School of Science and Technology organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so will result in a **zero** for a science class midterm exam.

A team (3 or more) of students wins **one** trophy or **one** medal in any competition/contest in which they represent the school, then the school owns the trophy or medal and displays it.

## 18. STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at SST. There is \$5.00 annual fee for the ID cards. This card allows students to attend school-sponsored functions as well. Suspension from school automatically invalidates the card for the length of the suspension. It is mandatory for all of our students to have a student ID card that is carried and revealed all the time while in school perimeters. If you lose your ID card, go to the main office before or after school to purchase a new one. **There will be a charge of \$5.00 each time you lose your ID.** Students shall return their Student ID cards in case they withdraw from the school. **Altering(drawing,putting sticker,scetching,painting) ID is prohibited.Students need to keep their ID clean and neat.**

## 19. TEXTBOOK AND SUPPLIES

SST may use classroom sets for each course. SST will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to SST immediately.

When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay to replace the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

**FINAL REPORT CARDS and/or TRANSCRIPTS WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.**

## 20. VISITORS

Visitors for educational reasons are welcome at SST. Visitors must sign in with the office when they arrive. Visitors must present a valid ID to the front office personnel. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office. Students' visitors are not permitted on site. Do not bring guests to school without prior arrangements. No visitors will be allowed during the last two weeks of each semester during the week prior to any school holiday. Parents or other adults may not walk in the cafeteria, hallways or to the classroom, unless a form has earlier (at least 24 hours) been completed to give notification to the school and the teacher. The same form must be completed when a parent requests to observe a class.

## 21. ATTENDANCE

Regular school attendance is essential for the student to make the most of his/her education - to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. It is also the law in Texas: Students who are enrolled in prekindergarten, kindergarten, at least six years of age on/before September 1<sup>st</sup>, or have been day during the instructional year unless otherwise legally exempted or excused. A student who voluntarily enrolls in school or voluntarily attends school after the student's 18<sup>th</sup> birthday shall attend school each school day. School employees must investigate and report violations of the state compulsory attendance law. Students who are absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a full semester or for a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance that has been approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Approved college visitation.

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

Please note:

- The District shall excuse students from attending school for the purpose of observing religious holidays when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holidays will be observed. Excused days for

travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holydays shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students who are excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.

- In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is tardy if he or she is not in the classroom when the tardy bell rings. Repeated instances of tardiness will result in disciplinary action. Notes must be received within three days of the absence, or the absence will be unexcused.
- All anticipated absences must be cleared by the principal at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or principal. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the teacher. Any absence not cleared in advance will be unexcused.

SST has the right to take extreme cases of absenteeism to the court.

#### A. Absence and Tardiness

SST recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what your and your parents' or guardians' responsibilities are. Also, you need to be acutely aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Students must provide a note from a parent or guardian or a doctor for an excused absence to be admitted to school.

#### B. Excused Absences

SST accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

##### Unexpected Absences

###### Personal Illness

- Your parent or guardian must call the school each morning you are ill.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- The school may require a doctor's confirmation.

###### Illness in the Family

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

###### Quarantine of the Home

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

###### Death of a Relative

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

###### Anticipated or Planned Absences

###### Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship may be required).
- You must bring a note from your parent or guardian to the office before the day(s) of the absence.
- You must bring a note to the office the day you return.

###### Professional Appointments

- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:
- Parents must come to the office to pick you up:
- Your parent must sign you out of school, when you return to school, you must sign in;
- You must return to school if you are finished within school hours. (8:00am-2:45pm)

#### C. Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked as "unexcused absent" if you

- fail to bring a written note within two school days following an absence;
- leave school without the permission of the assistant principal;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons not acceptable to the administration.

#### D. Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missing work.
- To be eligible for make-up work, you must show each teacher the "excused absence slip" received from the front office. On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

#### E. Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day a class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

#### F. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. SST shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy;
- A record of the truancy will be entered into your record file;
- A conference with your parents will be held.

#### G. Habitual Truancy

SST shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or nine (9) total days of unexcused absence during a semester.

#### H. Tardiness

In School of Science and Technology, there are two types of tardiness: Tardy to school and tardy to class.

### **SCHOOL TARDINESS**

The SST Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of SST's standard of excellence, which prepares students for success.

In our school, instructional time is viewed a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 8:00 a.m. Beginning the day promptly is important and demonstrates commitment to success.

Students should be inside the school by 8:00 AM. Afterwards, they must use front entrance and report to designated room to get a tardy slip from designated staff member. If students come after 8:00 a.m. they need to get a tardy slip from front office. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Tardies are excusable by a school official under the following circumstances:

1. court appointment
  2. Illness of the student
  3. Student has a doctor/dentist appointment
- A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above. Problems with tardiness to school may require adjustments in the family's morning schedule. The consequences for repeated tardiness to school within a reporting period are as follows.

The number of tardiness to school	Consequences
1st tardy	Verbal warning
2 <sup>nd</sup> tardy	Written warning
3rd tardy	A letter sent to parent. Lunch Detention
4th tardy	A letter sent to parent. After School Detention.
5th tardy	A letter sent to parent. Saturday Detention. 1 unexcused absence.
6th tardy	A letter sent to parent. 1 day in School Suspension.
7th tardy	A letter sent to parent. 1 day School Suspension.

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

**CLASS TARDINESS**

In our school, instructional time is viewed as a precious resource. Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of SST's standard of excellence, which prepares students for success.

We view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual.

Tardies are excusable only if a student has a written note from the office, the nurse, or a teacher.

The consequences for repeated tardiness to class within a reporting period are as follows.

The number of tardiness to class	Consequences
1st tardy	1 DPS point. Loss of one line from hall pass
2nd tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent.
3rd tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent. Lunch Detention
4th tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent. After school Detention
5th tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent. Saturday Detention.
6th tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent. 1 day in School Suspension.
7th tardy	1 DPS point. Loss of one line from hall pass. A letter sent to parent. 1 day School Suspension.

The Assistant Principal has the right to substitute an alternative disciplinary intervention for repeated offenders.

### I. Dismissal Policy:

Students should be picked up no later than 30 minutes after dismissal each day.

STUDENTS DISMISSAL TIMES		
Grades	Dismissal Time	Pick up Time
Grades 6th-12th	3:00 PM	3:00 PM – 3:30 PM
After School Study Hall Students	5:30 PM	Until 5:30 PM

**Students should not be in the corridors, at their lockers, or in the school building after 5 minutes of the dismissal unless accompanied by a staff member.** There is a waiting area in the east side of the building for the students who are waiting for their parents. Students should follow all the school rules in the waiting area.

**There will be a charge of \$5 if the student is picked up later than the designated pick up time.**

**Dismissal Information Form:** Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. HSA is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

**After School Study Hall Center:** SST has After School Study Hall Center for the parents who are unable to pick up their children on time. In ASSH Center, your child will be supervised until **5:30 PM**. Monthly charge for ASSH Center is \$100. Daily charge for the center is also available at the rate of \$5 per day. Payment must be made at the beginning of each month. In ASSH Center, students will be allowed to work independently to do their homework, read a book, and complete their projects. ASSH Center students should follow all the school rules.

**Important:** School of Science and Technology has a right to call Child Protective Services, San Antonio Police Department, or related authorities for the students who are on the campus after 5:30 PM. Students will not be able to stay on the campus after 5:30 PM. For more information, please contact the After School Coordinator.

#### I. Early Dismissal of Students From School

Because SST is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 5:35 PM.

#### J. Unexpected Closing of School

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency, the closing will be posted on the school website or local radio or TV stations will be notified.

## 22. STUDENT CONDUCT AND DISCIPLINE

SST has as its goal helping every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the SST administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

### Classroom rules in every classroom:

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet, books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking.
8. Every student must have a hall pass with him/her at all times. No exceptions.
9. No students may leave the class without a hall pass.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. One or a combination of following consequences for violating daily classroom rules may be implemented:

- Discipline points as part of the DPS
- Written warning
- Teacher's option
- Parent contacted
- Sent to the office/Dean of Students

### **Discipline - Positive Reinforcement**

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Pass to student store

4. Note to parents
5. Phone call to parents
6. Parties
7. Trips, picnics
8. Personal notes to student
9. Notes accompanying report cards
10. Notes on papers, tests, etc.
11. Lunch off-campus passes
12. Field trips

Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials.

- **Do not bring, Cell phones, Ipods, PSP, Game Boy, tape players, Mp3 players, video games, radios, tapes, beepers, CD players, all electronic devices, virtual pets, and games.**
- Students are to be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No cruelty or rude gestures or bullying.
- Students shall not miss class/classes unless excused by parent, guardian, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and/or argumentative is prohibited.
- Follow student code of conduct cited in board policies.
- Eating in hallways and classrooms are prohibited.

### **Discipline: Severe Clauses-Immediate Office Referral**

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or to a teacher.
- Swears, makes rude gestures, cruel teasing or put-downs

**If at any time a student's disciplinary record includes four (4) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.**

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the SST administration.

## **23. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES**

As a student at School of Science and Technology, you shall not...

### **A. Fight and Arrange Fights:**

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

- 1st Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.
- 2nd Offense: Parents/guardian contacted. Possible expulsion

## **B. Bring beepers, pagers, cellular telephones ,PSP,Ipod or Other Electronic Devices:**

Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day in advance approval from the Assistant Principal.

**!!! Beepers, Pagers, and cellular phones may be brought to the school but must be kept in lockers. No call is allowed during school hours. All devices must be turned off during school hours. School of Science and Technology is not responsible of any lost or damage about any devices.**

Consequences:

1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. SST is not responsible for the confiscated items which are not received one week after confiscation.

2nd Offense: Parents/guardian contacted. Up to Two (2) day suspension. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee. SST is not responsible for the confiscated items which are not received one week after the last day of school.

3rd Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.

## **C. Cheat and/or Plagiarize:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

See individual teachers' policies.

## **D. Abuse and/or Misuse of Computers and Laboratory Equipments:**

Computer hardware and software, and lab equipments are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate web sites or web pages using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to two (2) day suspension

2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day suspension

3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at SST. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

## **E. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day suspension, and/or expulsion.

## **F. Uniform Violations:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

### Consequences:

- 1st Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.
- 2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day out of school suspension.
- 3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day in school suspension.
- 4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension with possible expulsion.

## **G. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

### Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

## **H. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

### Consequences:

Parent/guardian contacted. Three (3) day suspension. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

## **I. Forgery**

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or another student's name to any school document is considered forgery.

### Consequences:

- 1st Offense: Parent/guardian contacted. Two (2) day suspension.
- 2nd Offense: Parent/guardian contacted. Three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Recommendation for expulsion

## **J. Gamble and Play Cards:**

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokemon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards are prohibited.

### Consequences:

1st Offense: Parent/guardian contacted. Up to two (2) day in school suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians along with a \$10 fee. SST is not responsible for the confiscated items which are not received one week after confiscation..

2nd Offense: Parent/guardian contacted. Up to three (3) day suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school along with a \$10 fee. SST is not responsible for the confiscated items which are not received one week after last day of school.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Recommendation for expulsion

#### **K. Bring Inappropriate Materials:**

Pornographic, criminal, hate related, etc.

Consequences:

1st Offense: Parent/guardian contacted. Three (3) day suspension.

2nd Offense: Parent/guardian contacted. Recommendation for expulsion.

#### **L. Harass another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

#### **M. Disrespect to teachers or staff or using inappropriate language and behavior. Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):**

Consequences:

1st Offense: Parent/guardian contacted. Up to two (2) day in school suspension.

2nd Offense: Parent/guardian contacted. Up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Possible expulsion.

#### **N. Hazing Students:**

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

Parent/guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

#### **O. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense: Parent/Guardian contacted. Three (3) day suspension. Possible expulsion.

2nd Offense: Parent/Guardian contacted. Possible expulsion

#### **P. Steal and/or Vandalize Private Property:**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension. Possible expulsion.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Restitution if required. Possible expulsion. Police report filed.

**Q. Be Habitually Tardy:**

This means to be late for the beginning school day and/or late for classes.

Consequences:

See Tardy Policy of School of Science and Technology.

**R. Display Threatening Behavior:**

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. 1 day school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Three (3) day suspension recommended.

3rd Offense: Parent/guardian contacted. Possible expulsion.

**S. Be Truant:**

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

**T. Bring Any Kind of Weapon to School:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/guardian contacted. Three (3) day suspension with a recommendation for expulsion. Possible prosecution.

**U. Possession or Use of Fireworks:**

Using or possessing any amusement device, smoke bomb, etc.

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

**V. Gang and Secret Society Symbols:**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students can not promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

1st Offense: Parent/guardian contacted. Administrative discretion. Up to 2 day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

**W. Possession of Stolen Property:**

Having in one's possession property obtained without permission of the owner

1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

#### **X. Arson:**

Intentionally starting any fire or combustion on school property,

1st Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

#### **Y. Public Display of Affection**

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

1st Offense: Parent/Guardian contacted. Conference with student. Up to 2 day in school suspension.

2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

#### **Z. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:**

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

### **1. Bullying Policies**

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another students property, place another student in reasonable fear of harm to the students person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act.

1st Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

2nd Offense: Parents/Guardian contacted. Possible expulsion.

### **2. Conspiracy**

Any two (2) or more persons mutually agreeing to do any unlawful act.

1st Offense: Parents/Guardian contacted. Up to two (2) day out of school suspension.

2nd Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

### **3. Failure Of Identify (lying to stuff or incorrect Information)**

Refusal to provide name and/or other information when asked to do so by a staff member.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

### **4. Leaving Campus Without Permission**

Leaving campus without prior consent and authorization from school administration.

1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Possible expulsion.

## **5. Trespassing**

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

Along with the established disciplinary procedure, School of Science and Technology will implement a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS system.

## **6. Inappropriate Postings**

Students will be held responsible for posting, publishing or sending any "illegal or inappropriate" material (text, image, audio, and video) on campus, in newsletters, local newspapers, radio and TV programs, and over the internet or blogs such as YouTube, MySpace, Twitter, Xanga, Facebook, etc. about the school, administrators, teachers, parents, and other students. Students must get a written approval from a chief administrator (i.e., superintendent or principal) to post, publish, or send any material pertaining faculty and staff, administrators, and all school activities.

**Consequences:** Up to three day school suspension or possible expulsion.

## **7. Not Attending Tutorials**

Students are required to attend tutorials that they have been assigned to. Failure to attend the designated tutorials may result in suspension or other disciplinary action at the discretion of dean of discipline. Parents are responsible for arranging transportation.

## **Decision Making Process:**

The principal designates one of the assistant principals to be in charge of discipline. The discipline referrals were submitted to the dean of discipline. The dean of discipline may form a discipline committee to make decisions regarding discipline. The decisions of discipline committee or the dean of discipline may be appealed to the principal within two days of the date the decision was made. The principal decision's is final. For expulsion, see the expulsion policy.

## **DISCIPLINE POINT SYSTEM**

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention about our DPS in his/her syllabus and use it.
3. If a student does not have any DPS points within 7 consecutive school days, the student will be awarded with 5 points in the following day.
4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Assistant Principal.
5. A student receiving 10 points in a week (week is defined as from Tuesday to Tuesday), then he/she is required to attend Saturday Detention. Students and parents will be notified no later than Thursday.
6. Students required to attend Saturday Detention are rewarded 5 points for attending Saturday Detention and obeying rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.
7. Failing to attend a Saturday Detention without any confirmed excuse may result in a 1 day out of school suspension.
8. An accrument of 25 points or more within a semester period may result in 1 day in school suspension.
9. An accrument of 50 points or more within a semester period may result in 1 day out of school suspension.
10. An accrument of 70 points or more within a semester period may result in 3 day out of school suspension
11. An accrument of 75 points or more within a semester period may result in expulsion.

# DISCIPLINE POINT CASES

## 24. TYPES OF CONSEQUENCES

### A. Detention

Detention may be held on each day during school for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: after school and Saturday detentions.

Case	Points	Case	Points
Lack of materials	1	Throwing things in class/hallway/cafeteria	3
Not working on assigned tasks	1	Not being in assigned location	3
Not turning in assigned work or homework	1	Dress code violation	3
Unexcused tardy to the class	1	Talking back to teacher	4
Passing notes in the class	1	Passing notes in the class with profanity	3
Makeup outside of restroom	1	Gossiping/spreading tale	3
Combing hair in the class	1	Lying	5
Bringing pop or drink to class	1	Cheating	5
Inappropriate behavior to friend	1	Buying/selling/trading something	5
Sleeping in class	1	Refusal to follow a reasonable request	3
Running in hallway	1	Threatening someone verbally	10
Lack of cooperation	2	Threatening someone in written	10
Leaning back in chair	1	Back-pack in the classroom	1
Antagonistic behavior	2	Monday envelope missing	1
Excessive talking	2	Humming/Singing/making noises	3
Inappropriate cafeteria behavior	2	Leaving the classroom without permission	4
Eating/drinking in class	2	Leaving paper/trash on the floor	2
Chewing gum	2	Drawing/writing in textbooks	3
Tapping	2	Not having hall pass card in class	1
Disorderly conduct	2	Using fire exit door	10
Disturbing class	2	<b>Good Behavior</b> (Not receiving any DPS points within consecutive <b>five</b> school days)	-5
Misbehavior outside of school	2	Saturday Detention	-5
Vulgarity	2	<b>Bringing MP3 players,PSP, Cell phones or Other Electronic Devices</b>	<b>5</b>
Excessive makeup	2	Not Dressing for Gym Class	2
Profanity to another student	3	Hitting/Pushing	2
Horse-playing	3	Talking during Assembly	2
Not having ID Card	1	Talking during silent lunch	2
Not attending mandatory tutoring	2	Shirt is not tucked in	2
Being in the hallway without hallpass	1		

## **DETENTION (After School)**

### Rules

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Sleeping is not permitted.
3. Do not address staff or teachers. No other form of communication will be allowed.
4. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time except during an emergency.
5. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
6. Students will follow all rules concerning classroom behavior. Failure to comply will result in suspension from school.
7. Any student assigned to the detention room must be sitting during the entire time of detention. Students refusing to sit their time will be suspended from school.
- 8 Detention time will be assigned within 24 hours of the Assistant Principal meeting with the student. This allows the parent time to make transportation arrangements.
9. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
10. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.
11. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.

Failure to follow After School Detention Rules may result in one day in School Suspension.

## **SATURDAY DETENTION**

Saturday Detention serves as an alternative to out-of-school suspension for violation of school rules. A serious violation or repeated violations of the behavior code is cause for a student to serve a Saturday Detention. Saturday Detention will prevent students from losing instruction time by keeping them in school. During the hours of detention, students work independently without receiving any help from the supervising teacher. Students can not have any means of communication between each other during Saturday Detention.

Written notification of Saturday detention is sent home with the student via Monday Folder. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

## **RULES AND REGULATIONS**

- Saturday Detention will be held 9:00 a.m. to 12:00 p.m. in the cafeteria at School of Science and Technology.
- Parents are expected to provide transportation to and from detention, and students are required to wear their **school uniform**.
- Students left at the school after 12:10 PM. will be unsupervised. School of Science and Technology is not responsible for the students who are left after 12:10 PM. In case of unexpected situations, please call 210 804 0222 to notify us of your lateness.
- Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
- Students need to bring appropriate materials to work on before they report to Saturday detention since they are not allowed to go to their lockers during Saturday Detention. If they do not bring any materials with them they have to sit quietly during the detention time.
- During Saturday Detention students are allowed to use the bathroom **only twice**.
- There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
- Students will be expected to work or sit quietly the entire time of detention otherwise they will be removed from the detention and referred to the Assistant Principal. Parent will be notified regarding the infraction immediately.
- No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from Saturday Detention and be referred to the Assistant Principal for further disciplinary action.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal at 210-804 0222. If the reasons are acceptable, the detention will be rescheduled.
- If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance to the next scheduled Saturday detention.
- If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.

Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance to the next scheduled Saturday Detention.

### **B. Suspensions**

School of Science and Technology will use two kinds of suspension: In school suspension and out of school suspension.

## **IN SCHOOL SUSPENSION**

### **Rules and Regulations**

1. Report to the Detention room at 8:00 A.M. If you come after 8:05 you will be counted as absent. In school suspension will run from 8:00 A.M. to 2:50 P.M.
2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments.
3. Students must sign the "sign in" paper when they report to the detention room. They must sign the paper when the suspension is over. Without permission, a student can not leave detention room. Students are to keep the detention room clean.
4. No talking or conversations. Students must be seated at all times.
5. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in detention room.
7. Suspension will be assigned within 24 hours of the Assistant Principal's meeting with the student.
8. No disruptive behavior will be allowed.
9. Unexcused absences will be referred to the Assistant Principal.
10. No food, drinks, gum or illegal substances allowed.
11. No visits by parents, relatives or other students.
12. Sleeping is prohibited.
13. Telephones are not available for student use.

14. Student Handbook rules apply.
15. No physical contact of any kind between participants
16. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
17. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.
18. Failure to comply with the rules will be reported to the Assistant Principal for further action. This further action may be up to 3 day school suspension.

## **OUT OF SCHOOL SUSPENSION**

Notice of Suspension and the reasons for the suspension will be given to the student by the principal/assistant principal after hearing the issues involved in a situation.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and it will be made to the Principal. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. Principal will make the decision within 2 school days after the appeal made. Principal's decision is final.

### **Suspension Policy**

Grounds for suspension will include, but not be limited to:

1. Damage or destruction of school property or private property
2. Smoking
3. Profanity or obscene language or materials  
(These shall include obscene gestures or signs.)
4. Insubordination in refusing to comply with directions of school personnel
5. Truancy from, or repeated tardiness to, class or school
6. Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
7. Fighting among two or more students on school property (including buses) or at any school sponsored activity
8. The act of extortion from any person on school property (including buses) or at any school sponsored activity
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
10. Using a fire exit door in inappropriate time.
11. Selling food without an approval form from an administrator.
12. Not being in assigned location. Skipping a class (including clubs and electives)

## Rules and Regulations

1. A student who is suspended from the school is not allowed on school property.
2. A student who is suspended is responsible for all make-up work missed.
3. Parents or guardians will be notified in advance of dates of suspension.
4. If the incidence is severe, then Principal or Assistant Principal may keep the student in detention room, until parents are notified and pick up the student.
5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
6. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have Saturday detention. If it occurs again, it requires one day in school suspension. If it occurs again, it requires 1 day out of school suspension.

Failure to follow School Suspension Rules may result in extra disciplinary action.

### **ANY STUDENT SUSPENDED DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO SST THE FOLLOWING YEAR.**

If a student is suspended during the school year, re-enrolment of that student may be declined for the following year. If you are interested in filing a petition and requesting your child to be re-enrolled, please submit the following to the Assistant principal within two weeks after suspension being issued. Letters must be dated and addressed to the Principal, School of Science and Technology.

- A one-page typed letter from the parent that includes:
  - Request for re-enrolment
  - Any improvement in the student
  - Measures that will be taken to avoid future discipline problems
  - Date, Parent Name and Signature
- A half-page typed letter from the student that includes:
  - Request for re-enrolment
  - An apology for the offense
  - A commitment to proper conduct
  - Date, Student Name and Signature

SST Administration and The Discipline Committee will review the petition letters after they are submitted. During the decision making process, the student's up to date conduct will also be taken into consideration.

If suspension occurs before the re-enrolment deadline, and if the school decides not to deny re-enrolment, we will send you a letter and a Re-enrolment Form postmarked earlier than the second Friday of March. You will have one week after receiving the letter to submit the Re-enrolment form. If your petition is not accepted, you will receive a letter postmarked earlier than the second Friday of March. If suspension occurs after re-enrolment deadline, and if the school decides not to deny re-enrolment, we will send you a letter postmarked earlier than the last day of school. If your petition is not accepted, you will receive a letter postmarked earlier than the last day of school.

### **C. Expulsion**

The decision to expel any student will be made in writing and will include the reasons for expulsion by the assistant principal after hearing about the events involved in a situation.

You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Superintendent in writing. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of Superintendent is final.

#### **Expulsion Policy**

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 75 DPS points within a semester.

### **25. DAMAGE TO SCHOOL PROPERTY**

Students who accidentally damage school property must report this promptly to the principal or classroom teacher. If damage ( e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

### **26. DUE PROCESS**

All students at SST are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Types of Student Behaviors" listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at SST have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel that you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; all reports of this nature will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible; all reports of this nature will be kept completely confidential.

## 27. WITHDRAWAL FROM SCHOOL

When a student must withdraw from SST during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fines are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

## 28. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers. Possible ways are listed;

- 1- You may directly call the teacher's extension during school hours (8:00 a.m. thru 4:30 p.m.). Call 210-804 0222 and dial teacher extension number you want to reach. If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- 2- You may send an e-mail to teachers. E-mail addresses are available at the front office.
- 3- You can use our website [www.ssttx.org](http://www.ssttx.org) to see your child academic progress and conduct. Here is what to do: Log on to [www.ssttx.org](http://www.ssttx.org). Click on Grades Online and follow the instructions.
- 4- Observe the School of Science and Technology sign in front of the school.
- 5- **Check Wednesday Mail Folder each Wednesday, and make sure that you sign the paper and make him/her turn into Homeroom teacher on Thursday.**
- 6- Check "Letters and Messages to Parents" board in front office.

Please note that it is also Parent's or Guardian's responsibility to monitor student's progress and conduct.

## 29. GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If need be, the school may take disciplinary action for reports of complaints from the community.

## 30. ACTIVITIES

### Fund Raising

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No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal or the superintendent of schools.

### Sales

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Advertising may be permitted if it is approved by the school administration. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

### Demonstrations or Meetings on School Premises

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(Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

### Protective Orders/Restraining Orders

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It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

### Assemblies

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Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

### Emergency Procedures

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Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

In the event of a lock-down, it will be announced as prescribed by the Principal.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Principal. As a backup Fire and Tornado Alert system, hand-held air horns will be used. Each building will have a teacher assigned to use the air horn to alert the students.

### Arts and Activity Groups Procedure

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The SSTTX philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family provided prior approval obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and principal.

The principal will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building principal will be informed of the need to review the request.

The principal will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the principal concerning resolution of disagreement will be provided all interested parties.

**Please have your parent signature and return next page to your homeroom teacher. Late return may result in disciplinary action.**



### 30. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to School of Science and Technology, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

#### Student Contract

As a student of School of Science and Technology, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I will not bring any electronic devices(cell phones,Ipods,PSP,gameboys) to classes.
- I will set my goal to College/University Education
- I agree to follow all requirements of the SST Student Handbook.
- I agree to follow the Student Code of Conduct.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name as Witness

\_\_\_\_\_  
Parent/Guardian Signature as Witness

\_\_\_\_\_  
Date

**P.S.: SST reserves the rights to delete, add and amend any changes to this handbook. Any changes to this handbook will be posted on school web page for 30 days.**

Please see student handbook online at <http://www.ssttx.org/academic/studenthandbook.htm> or under "School Documents" from the left web menu on <http://www.ssttx.org>