

CLEMENTS HIGH SCHOOL
STUDENT/PARENT HANDBOOK
SUPPLEMENT



2012 - 2013

W. P. Clements High School
Supplement to the
2012-2013 Student/Parent Handbook



TO OUR STUDENTS:

This handbook contains information, which will assist you with your questions concerning procedures and policies of the District and Clements High School.

All rules apply whenever you are on school property, including buses, buildings, stadiums, fields, and other locations where school functions are held.

Have a great year!
Faculty and Staff

WHAT TO DO IF...

- You lose something:** Check "Lost & Found" located in the front office.
- You need your grade point average (GPA):** Ask the Registrar before or after school.
- You need verification of enrollment (VOE):** Ask Receptionist in the front office.
- You have locker problems:** Go to the Back Office and ask for Mr. Morgante, AP in charge of lockers.
- You need a copy of your schedule:** Access your schedule online through Family Access or see a counselor.
- You have lost a textbook:** Go to the textbook room upstairs across from the Science wing.
- You need to pay for books:** See textbook clerk, Mrs. Heiser, in the upstairs principal's office.
- You need to use a phone:** In an emergency you may use a phone in any office.
- You are sick:** Go to the clinic – The nurse will arrange for you to go home if you are ill. You must see the nurse to take any medication or to sign out to go home ill. You may not just leave the campus when you are ill without going through the clinic.

GENERAL INFORMATION

Attendance

A student may not be given credit for a class unless the student is in attendance for at least 90% of the school days during the semester. Absences, whether excused or unexcused, are considered in determining the minimum attendance required for credit. If absences are exceeded, an attendance committee will determine whether credit will be given. Credit may be given due to extenuating circumstances such as long term or chronic illness.

A. Absences

- When you are absent from school, you must bring a note from home. The note should be signed by your parent or guardian giving the following information: your full name, date, and ID number, reason for absence, parent's signature, and telephone number. Failure to turn in a letter timely will result in an unexcused absence and the possibility of truancy being filed.
- If you forget your note, you must report to your assistant principal's office to receive an unexcused absence notice to take to all classes. **ABSENCE NOTES MUST BE RECEIVED WITHIN 2 DAYS OF THE ABSENCE, OR THE ABSENCE WILL BE CODED AS 'UNEXCUSED.'** No exceptions will be made.
- If you need to leave school early, bring a note with parent signature and date indicating the time you must leave school and the reason. If you are leaving during a class period, show the note to your teacher and then **sign out at the attendance office (located in the back next to the clinic) and turn note in to the attendance clerk.**
- DO NOT request permission to leave after 2:20pm due to arrival of buses and preparation for dismissal from school.
- Upon returning from an absence during the school day, **sign in at the attendance office.**
- Students who leave/ arrive during the day for medical/dental appointments MUST bring a note from the medical office in order for the absence to be considered a 'MEDICAL' absence. A 'MEDICAL' absence can only be approved if the student misses part of the school day and has a medical pass from the doctor.
- If you forget your note to leave campus, you must make arrangements with your assistant principal. **Students leaving school for any reason without a note must check out at the attendance office. Failure to do so will result in disciplinary action.**
- **Students arriving 20 minutes late without a pass will receive an unexcused absence and will be sent to the attendance office.**
- Students 18 years and older – must have parent/guardian's signature in order to receive an excused absence. **(Notes signed by students even with parent permission will not be accepted).**
- Students are allowed a maximum of ten extracurricular/co-curricular days. This does not include post district competition activities.
- **For Verification of Enrollment purposes:** The 90% attendance rule applies when determining VOE eligibility. Thus, if the school awarded a student credit for each class the semester prior to application for the VOE form, and the school considers the student currently enrolled at the time the student applied for the VOE form, and then the student should be considered eligible for the VOE form pursuant to the 90% rule. All absences that exceed the 90% attendance rule, for all classes in which the student was enrolled, must be made up according to the timeline set by their assistant principal in order for the student to receive a VOE.

B. Religious Holy Days

Students shall be excused from attending school for the purpose of observing religious holy days 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. Students whose absence(s) is (are) excused for the purpose of observing religious holy days shall not be penalized for such absence(s) and shall be counted as if he/she attended school for the purpose of calculating the average daily attendance.

C. Travel

Students who are absent due to vacation or home country visits are not to be withdrawn from the district unless the parent specifically requests the withdrawal. Absences for these reasons shall be coded *unexcused* unless there are extenuating circumstances (i.e. death or a family member).

D. Truancy

Missing school part of the day or all day without parental knowledge is considered truancy. Truant students will have an unexcused absence from school and will be subject to disciplinary action. Unexcused absences will result in truancy charges being filed against both parent and student. Truant students will be referred to the local judicial authorities.

E. Tardiness

Students are required to be in class and prepared to begin work when the tardy bell rings. If a student is more than 20 minutes late to class, it is considered an unexcused absence.

Policy for counting a student tardy:

1. A student is counted tardy only if they walk in the door after the tardy bell rings.
2. A student cannot be marked tardy for not being in their seat.
3. Students who are tardy must report to the Zone Pass table located in the Commons to receive a Zone Pass.
4. Tardy students will be allowed to enter the classroom with a Zone Pass.
5. Every student is allowed two emergency tardies per class per semester.
6. Upon receiving the third tardy, a referral will be sent to the student's assistant principal's office

F. Off Campus College Visit Policy

A student shall be excused for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits by providing a letter from the university/college verifying the date and purpose of the visit in order to be counted present for attendance accounting purposes. If a university/college verification letter is not submitted within two school days after the visit, the absence will be considered unexcused. Students whose absences are excused for the purpose of a university/college visit shall not be penalized for such absences and shall be counted as if he attended school for the purpose of calculating the average daily attendance.

Campus Security

The Campus Police Officer is responsible for the safety and security of the student's as well as the building and grounds. If students have any questions concerning security in the building or parking lot, they should see the Campus Police Officer located in the rear administrative office. **Personal items should never be left unattended. Clements HS/ FBISD is not responsible for the loss of personal items brought to school.**

A. Identification Badges

For the safety and security of the campus, all students are required to present a student I.D. when requested by any Clements High School staff member. All students must have an ID by the end of October.

- Defacing or altering an ID badge will result in disciplinary action.
- ID badges are required to access school services such as the cafeteria, registrar's office, VOE's, library, clinic, textbooks, and other administrative offices.
- Replacement badges will be available for a fee of \$5.00. Replacements can be requested in the office suite located in the Back Principal's office.

B. Visitors

- Clements is a closed campus.
- Once students arrive at school, they are not permitted to leave the campus without proper authorization. Students violating this rule will be assigned a disciplinary consequence.
- Students must leave campus by 3:00 p.m. each day, unless they are with a teacher, coach, or organization sponsor. Students that loiter on the campus (including the gyms, auditorium, and parking lot) or who are in unauthorized areas without supervision may receive school discipline and/or criminal trespassing warnings or citations.
- **All visitors must report to either the Main Office in the front of the building or the Attendance Office located in the back of the building near the Auditorium immediately upon entering the building.**
- A photo ID will be required to pick up a student or to enter the building.
- Parents are welcome to visit the school at any time; however, appointments to visit teachers must be made in advance. We will not issue visitor permits to any other visitors, such as friends, former students and younger children. **Students may not have visitors at school.**

C. Student Parking

Driving to school is a privilege that is extended to responsible Seniors and Juniors. Students are required to complete an application form, present current driver license, vehicle information, insurance and cash or check for the permit amount.

Permits will be \$35.00.

For an additional \$35.00, Seniors can purchase a reserved parking space that can be personalized with school approved graphics and colors.

Trading or sharing of permits between students is NOT allowed. Those guilty of sharing or fabricating permits will lose parking privileges for the remainder of the school year, and disciplinary action will be taken.

During school hours, parking in an area not designated on the permit will result in having the car booted, towed or ticketed. Suspension or revocation of campus parking privileges may also occur.

If juniors or seniors wish to purchase a permit during the year, they may sign a waiting list in Mr. Morgante's office located in the back near the auditorium.

D. Evacuation of Building

- Fire alarms and strobe lights initiate evacuation of the building.
- Follow evacuation routes from the building immediately.
- Wait for an announcement before re-entering the building.
- If you are prone to seizures due to loud alarms and/or flashing strobe lights please inform the school nurse and teachers at the start of each school year.

E. Deliveries

Deliveries of birthday balloons, flowers and other items for celebrations **will not be accepted**. Parents may bring food to their student(s) **during their lunch period**.

Other deliveries such as textbooks, clothing, homework, etc. may be taken to the front office for delivery.

Students are not allowed to place orders for lunch deliveries.

F. Confiscated Property

The following rules apply to confiscated property:

- A. Caps and hats are not to be worn on campus. Hats and caps will be confiscated and turned in to an Assistant Principal's office.
- B. Tobacco products, lighters, weapons, etc. will be confiscated and handed over to campus police officer.
- C. A person who discovers a student in violation of the Digital Citizenship guidelines shall report the infraction to the appropriate school administrator. Any disciplinary action against a student will be in accordance with the **Student Code of Conduct**. Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search. The school may charge the owner for the release of cell phones. (See Board Policy FNCE)

PLEASE NOTE: Clements HS/FBISD will not be responsible for the loss of any confiscated property.

Academic Honor Code

CLEMENTS HIGH SCHOOL ACADEMIC HONOR CODE

Academic Honesty

Academic honesty is a fundamental principle at Clements High School. It means that you assume responsibility for your own work at all times. It is difficult to juggle school work with extracurricular activities and jobs, and the pressure to be successful will produce stress from time to time. However, academic honesty is about facing these pressures without compromising your integrity. The work you submit should be the result of your own thought, time, and effort.

In addition, Fort Bend ISD's Student/Parent handbook states the following in reference to academic honesty, "It is important for each student to act in an ethically responsible manner and hold each classmate to the same high standards as well. In so doing, pride in one's work and respect for others' work will bring honor to each student and campus as well as the district as a whole."

Violations of Academic Honesty

There are many forms of academic dishonesty. In the broadest sense, it is any act that enhances a student's grade unethically and unfairly. This may be done by submitting someone else's work as your own, in whole or in part; by failing to acknowledge assistance received; or by using unauthorized assistance in exams including notes or unauthorized advance knowledge of the test. (Definition adapted with permission from Roosevelt University's *Academic Integrity Guide for Students*.)

Violations of academic honesty include but are not limited to:

1. Submitting another person's work as your own work.
2. Giving, posting, or accepting a copy of (or information regarding) any assessments, quizzes, lab work, tests, or scoring devices.
3. Copying from another student's test or quiz or allowing another student to copy during a test or quiz.
4. Using materials or electronic devices which are not permitted during a test.
5. Plagiarism (See student handbook for definition.)
6. Permitting anyone (including but not limited to another student, parent, or tutor) to do your homework, project, report, paper, or take-home test.
7. Falsely claiming illness to avoid the date on which a test, quiz, paper, project, report, or presentation is due. Falsely claiming an emergency of illness to miss a class.
8. Copying computer software, data, or graphics created by others without permission and acknowledgement.
9. Lying or purposefully misrepresenting the truth; the telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. For example, fabricating facts or results on a lab or written assignment, or feigning illness to gain extra preparation time for an assessment.
10. Stealing encompasses but is not limited to the following:
 - Taking another person's property without permission
 - Stealing copies of tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts
11. Misusing the district computer systems that are used for student, staff, or administrative purposes.
12. Modifying or misusing any calculator device to vary from classroom guidelines to obtain an unfair advantage.

Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by the teacher. If you are uncertain about an issue of academic honesty, you should talk to your teacher to resolve your questions.

Consequences

Consequences may include but are not limited to the following:

First Offense:

- Violation will be reported to the appropriate Honor Society sponsors. (Action will be taken in accordance with by-laws and procedures.)
- Student will receive up to a zero for the assignment.
- Student will be assigned detention.
- Student will be required to write a letter of apology to the teacher.

Second Offense:

- Violation will be reported to the appropriate Honor Society sponsors. (Action will be taken in accordance with by-laws and procedures.)
- Student will receive a zero for the assignment.
- Student will be assigned Saturday detention. (Student is required to read and report on a book or article about ethics and write a letter of apology to the teacher.)
- Student will lose exemption privileges.

Third Offense:

- Student is ineligible for membership in Honor Societies.
- Student is ineligible to serve as class officer.
- Student will receive no letters of recommendation from Clements faculty, administrators, and counselors.
- In-school suspension, suspension, and/or CAEP/DAEP assignment assigned by administrator.

Important note: Academic Honor Code violations are cumulative. If you violate the code as a freshman and again as a junior, it will be your second offense.

Grading Procedures

A. Report Cards

Report cards are issued on a nine-week basis. Any grade below a 70 is considered failing.

B. Semester Exams

All semester exams will be taken on the date and time scheduled. **A parent should not make dental or doctor appointments or plan for a student to leave town during the semester exam days.** If a student is ill on the day of the exam, the student/parent should contact the teacher to arrange for a makeup exam. **Exams may not be given in advance for any reason. All make-up exams will be given, by appointment, according to the posted schedule.** Call 281-634-2150 to schedule a make-up exam.

Exemptions: See District Policy – FBISD Website and student handbook
Seniors see Commencement Policy - FBISD Website and student handbook

C. Transcripts

Transcript request forms are available on-line and in the Registrar's office.

Submit all parts of the college or scholarship applications to the Registrar's office when they are complete. **Please allow a minimum of 3 days to process your transcript and mail your application.** Transcript requests **without 3 days notice will not** be guaranteed to receive the appropriate postmark date.

Note: Specific questions concerning class rank or transcripts can be answered in the Registrar's office any morning between 7:00 and 7:30 or before your first class.

Make-up Work

It is the student's responsibility to check with each teacher upon his/her return to school for any missing assignments.

- Students will make arrangements for make-up work on the day they return to school. Upon returning to school, students are allowed one make-up day for each day absence, i.e. if a student is absent 2 days he/she has two days to make-up work.
- If a student is absent on a known test day or major project due date (and that day only) known in advance, they are expected to take that test or turn in the project the day they return to class. If the student is absent only the day before the test and no new material has been covered, they will be expected to take the test at the regularly scheduled time. If absent two or more days, arrangements should be made with teachers immediately to take the make-up test.
- If a student does not show up for a pre-arranged make-up work, the student will receive a zero unless he has an excused absence for that day.
- If a student is absent, due to illness, for more than three days, assignment requests may be made at their assistant principal's office.
- If a student is absent the day of a test, quiz or major assignment the student is responsible for taking the quiz or test or turning in the assignment upon returning.

It is the responsibility of the student to secure information concerning make-up work. Students who fail to do this or to meet deadlines for make-up work will receive a grade of "0".

Digital Citizenship (Acceptable use of computers and telecommunication devices.)

Unauthorized use of school computers will result in disciplinary action, which may include possible expulsion and criminal prosecution under penal code section 33.03. Unauthorized use shall include, but not be limited to: attempting or actually log-in as a teacher, another student, office worker, or administrator; introducing computer viruses; accessing FBISD student information system or other district programs, attempting to change or changing student grades or information; physically abusing or destroying the computer; using inappropriate language; sending inappropriate print jobs; or loading unauthorized programs/software and/or win pop-ups, or emails and sending them to school employees or to other students.

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer, personal telecommunication device, and to access any local network or outside communications resources, such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement for Acceptable Use of Computers and Electronic Communications Systems, acknowledging their responsibilities and the consequences of violating the agreement. All students will be held accountable for the acceptable use agreement.

Internet Use

Fort Bend ISD regards the use of the Internet as a privilege and it may be revoked if used inappropriately. All Internet activity is logged and may be reviewed at any time to determine if this resource is being used appropriately. The Internet is to be used for FBISD business and educational purposes only. The ability to access an Internet site does not make it an appropriate site to visit. There is no expectation of privacy while a student is using the FBISD network. Internet usage is highly monitored and reveals the site, date and time of each site visited by each user. All graphics, and audio files viewed by the user are logged daily, and may be used as evidence in evaluating internet use.

Use of Personal Telecommunication Devices

The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information. On an as available basis, students will be provided access to a filtered, wireless network through which students in grades two through twelve will be able to connect personal telecommunication devices to a designated network. Students using personal telecommunication devices must follow the guidelines stated in district Student/Parent Handbook while on school property, attending any school-sponsored activity, or using the Fort Bend ISD networks.

☐ **Designated Instructional Areas**– Students in grades two through twelve are allowed to bring personal telecommunication devices that can access the guest filtered wireless Internet, as available. Students will be allowed to use the device for educational purposes in a digitally responsible manner.

☐ **Designated non-Instructional Areas/Times** – Students in grades two through twelve are allowed to bring personal telecommunication devices that can access the guest filtered wireless internet, as available. Students will be allowed to use the device as determined by the campus.

A person who discovers a student in violation of the Digital Citizenship guidelines shall report the infraction to the appropriate school administrator. Any disciplinary action against a student will be in accordance with the **Student Code of Conduct**. Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search. The school may charge the owner for the release of cell phones. (See Board Policy FNCE)

First and second Cell Phone Violations – CONFISCATION; Parent may pick up cell phone the following school day (in 24 hours) upon payment of a \$15 administrative fee and appropriate disciplinary action at administrator’s discretion. Third and thereafter Cell Phone Violations – CONFISCATION; Parent may pick up cell phone at the end of the school year upon payment of a \$15 administrative fee and appropriate disciplinary action at the administrator’s discretion.

Commencement Ceremony

- Students who participate in the graduation ceremony must have fulfilled ALL of the graduation requirements as outlined in the FBISD handbook.
- The Commencement exercise is your ceremony. It will be dignified! It is important that there be no distractions during the program. Each graduate deserves to be honored by visitors and guest. Talking and other noises create confusion. **Any disruption from the floor or platform will not be tolerated and the student will be escorted from the arena.**

Any disruption of graduation ceremonies may result in:

- Loss of final exam exemptions.
- Loss of Diploma.

Textbooks

- **Care of Textbooks**

Textbooks are electronically scanned for distribution to students. All textbooks must be covered at all times. **Do not use any type of ‘sticky’ book cover (such as contact paper).**

- **Fines for Lost or Damaged Textbooks**

Once the textbook has been checked out to a student, the student is responsible for the book. If it is lost or damaged, the parent/legal guardian of the student will be held financially responsible. Guidelines for assessing lost and damaged fines are listed below. Any textbooks paid for in full (100%) will become the property of the purchaser.

➤ Torn pages	Up to 25% of replacement cost
➤ Ink or pencil marks, minor	\$1.00 per page
➤ Ink or pencil marks, major	50% to 100% replacement cost
➤ Loose bindings	Up to 50% of replacement cost
➤ Minor water damage (no mildew)	Up to 50% of replacement cost
➤ Missing pages	100% of replacement cost
➤ Obscenities (drawn or written)	100% of replacement cost
➤ Damages that prevent re-issuing book (includes mold or mildew)	100% of replacement cost
➤ Missing bar codes	Replacement cost
➤ Abandonment of books (per book)	\$10.00 per book

- **Textbook Return and Lost Books**

Books that are not checked in or paid for by January 11, 2013 (for the fall semester), and by June 18, 2013 (for the spring semester) will be considered lost, and the student’s name will be placed on the ‘Not-Clear’ list. Students will not be issued any textbooks, athletic equipment, or other CHS materials until they have cleared all existing fines.

Senior final transcripts will not be sent until the student has cleared all outstanding textbooks and fees. Textbooks will be collected during final exam days for each semester.

Students returning their textbooks late will be charged a late fee. The late fee is \$1.00 per book for each day late up to a **maximum fine of \$20.00 per book**. Late fees will begin to accrue on January 14, 2013 for the fall semester and June 19, 2013 for the spring semester. After July 25, 2013, full price will be charged for books not returned. A \$10.00 fee will be charged for books abandoned in lockers or found elsewhere in the building at the end of the spring semester.

Students who have lost and paid for a textbook will be issued a refund if the lost book is returned to Clements by July 25, 2013.

- **Textbook Office**

The textbook office is located upstairs on the second floor. Mrs. Heiser, textbook secretary, will assist students with textbooks. Her office is located on the 2nd floor in the upstairs administration office, across from the computer lab.

Lockers

A locker is provided by the school for the convenience of the student and is to be used **solely by the assigned student(s)**. The purpose of the locker is for storing school supplies and personal items the student is legally entitled to have in his/her possession. It is the student's responsibility to properly secure lockers. **The school is not responsible for lost or stolen property**; however, the administration will do whatever possible to retrieve stolen property. Problems regarding lockers should be reported to Mr. Morgante the assistant principal in charge of lockers. Lockers are school property and may be inspected by the administration at any time there is reasonable cause.

Due to limited availability, Seniors will only be issued lockers by request.

Lost and Found

"Lost & Found" is located in the front office. Articles of clothing, books and other lost items that are found, should be turned in to any assistant principal's office. Items will only be kept for six weeks.

Counselors

The counselors are here to assist students in course selection, college information, academic and career planning, and consultation. In order to see a counselor, a student or parent must have an appointment unless there is an emergency. Students and parents may make appointments with the counselor's secretary before school, during lunch, or after school. Students or parents who walk in without an appointment will be seen if time permits. Appointments can be made for a later time if a counselor is not available. Counselors are located in the Commons Office and are alpha split by last name of student. Forms to request letters of recommendation are available in your Counselor's office. **Counselors must have two weeks to complete college and scholarship applications and write letters of recommendation.**

Library

The library is open before and after school for student use. A student must present his/her valid **Clements ID card** in order to check out books from the library. During the regular school day, a student must have a Library Pass from his/her teacher in order to use the library. **Students must have the pass stamped or signed by the librarian** and must return that

stamped pass to their teacher. Students should sign in and out of the library. **Food, drinks, are not permitted in the library at any time.**

Off campus students may use the library to check out/ return books. They are not allowed to remain in the library during their off campus period.

Lunch

Students are to remain on campus during lunch and eat in the Commons or the adjoining patio area.

- Students are not allowed to “order out” for lunch. Food and drinks are not allowed in any other part of the building.
- Students are to stay in the commons and patio area during their lunch times and are not to wander the halls, or go outside the building.
- **Students are to use the bathroom in the Commons area. All other bathrooms and hall are considered unauthorized and are “off limits” to students.**
- Food and drinks (this includes and is not limited to bottles, cans and mugs) will not be allowed in areas of the building other than the Commons and patio areas.

Clinic

Students must receive a pass form their teacher to go the clinic. A parent will be notified if the student is unable to remain at school or if an emergency arises requiring that they be taken immediately to a doctor or emergency facility. Students must sign in and sign out upon entering and leaving the clinic. **At no time should an ill student leave campus without permission from the Nurse.**

Students with a fever of 100.4 degrees or higher (within 24 hours), a suspected contagious disease, vomiting, diarrhea, or an undetermined rash are not allowed in school. (See nurse for details.) **All medication, including over the counter medication, must be brought to the clinic in its original container with written instructions by the parent. Students who are in possession of prescription or over the counter medication are subjected to school discipline. Contact the nurse for further information.**

Also please contact the nurse of any health conditions or problems affecting your student. We can better serve your student and promote or improve his/her health and/or reduce lost time from the classroom with this input.

Student Insurance

Information about student insurance was included in the parent signature pages packet that was sent home on the first day of school. The insurance is voluntary and is normally considered a secondary policy. In situations where the student does not have a primary insurance, the secondary policy becomes primary. It is important to note that schools do not carry insurance for bodily injury unless the student is participating in a U.I.L. approved activity, such as football, volleyball, etc.

Discipline Menu 2012 - 2013

All Level I violations are handled by the classroom teacher. Discipline would include A.M. detention or P.M. detention. Examples of Level I violations would include the following horseplay/scuffling, minor damage to property, tardiness, running, disruptive noises, not prepared for class, dishonesty, sleeping in class. Repeated Level I violations will require administrative action.

Disruptive Behavior (Level II) – Refer to FBISD Code of Conduct

1st Offense..... 1-3 days AM/PM detention, parent contacted

2nd Offense..... 4 hour Saturday detention, parent contacted

3rd Offense..... In School Suspension (ISS) by period

After 3rd Offense..... 1 or more days of ISS or Out of School suspension.

Failure to Complete AM/PM Detention (Level II)

1st Offense..... Double detention assigned

2nd Offense..... 1 day Saturday detention and parent contacted

3rd Offense..... 1 day ISS and parent contacted

4th Offense..... Disciplinary conference with principal, parent and student and school based strategies

Failure to Complete Saturday Detention (Levels II & III)

1st Offense..... Double assignment or ISS and parent contacted (II)

2nd Offense..... Two (2) days ISS

3rd Offense..... One (1) day suspension and parent contacted (III)

Fighting (Levels II & III)

1st Offense..... Suspension, disciplinary conference, citation, and/or arrest (II)

2nd Offense..... Suspension, possible assignment to DAEP, disciplinary conference, citation, and/or arrest (III)

3rd Offense..... Suspension, citation, and/or arrest, possible assignment to DAEP, and disciplinary

Cell Phone (Level II)

A first time violation will result in the cell phone or electronic device being confiscated and a \$15 fine must be paid in order to retrieve a cell phone. A parent is the only one who can retrieve a confiscated phone or electronic device. A second violation will result in the phone or electronic device being confiscated for a 24 hour period of time, a \$15 fine to retrieve the cell phone, and a Saturday Detention will be assigned. A third violation will result in the phone or electronic device being confiscated for the remainder of the school year, Saturday Detention and \$15.00 to retrieve the cell phone at the end of the year.

Tobacco Possession or Use (Levels II & III)

Offense..... ISS, Suspension up to 3 days, citation, and parent contacted

Dress & Grooming Code Violation (Levels II & III)

1st & 2nd Offenses Warning, correction of violation will be allowed and student may return to class, parent contact

3rd Offense... 1 day ISS, parent contact.

Offenses after 3rd ... additional days of ISS up to 3.

Note: A student whose religion required the growth of facial hair that cannot be trimmed or shaped, must provide a note on letter head from a leader of their religious organization stating the requirement for untrimmed/shaped hair growth. The note will be kept on file in the Assistant Principal's office.

Note: Discipline actions are subject to change, based on seriousness of offense and administrative investigations and review.

conference with principal (III)

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