



JUAN N. SEGUIN
Texas Patriot
1806 - 1889

Juan N. Seguin, a Texas patriot, was instrumental in helping Texas acquire its independence from Mexico. He recruited a company of Mexican ranchers and joined the Texan forces at the Battle of Bexar. His conduct in the resulting victory was so distinguished that he was granted a commission as a captain of cavalry in the regular Texas Army. On February 3, 1836, Captain Seguin accompanied Colonel William Travis into the Alamo. After the Alamo was surrounded, he was selected to carry an urgent plea for reinforcements.

During the Battle of San Jacinto, Captain Seguin fought bravely, where he was promoted to lieutenant colonel. After his gallant service, he returned to San Antonio where he served three terms in the Texas Senate and finally Mayor of Bexar (now known as San Antonio).

JUAN SEGUIN HIGH SCHOOL

Established 2002

MISSION

The faculty and staff at Seguin High School are committed to serving the needs of each student in a safe and challenging environment. We are dedicated to setting high standards of excellence and providing support to ensure all students reach their full potential, regardless of race, background, or socioeconomic status. Emphasis will be placed on critical thinking, cooperative learning, problem solving, and respecting the differences of others. Through collaborative teamwork of students, parents, and educators, Seguin graduates will be empowered to be responsible citizens and lifelong learners in a changing society.

MOTTO

“Seguin High School, Where Excellence Is The Standard”

MASCOT

COUGAR

COLORS

CAROLINA BLUE (COLUMBIA BLUE) AND BLACK

ALMA MATER

**All hail to thee, Oh, Juan Seguin
With Cougar pride we stand.
You give us inspiration
To be the finest in the land.
With courage and with honor
We raise our torch on high.
All hail to thee, our Alma Mater,
Juan Seguin High.**

2006 - 2007 STUDENT HANDBOOK

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DRAFT

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CHECK ACCEPTANCE POLICY

In the event that a check written to any Arlington ISD campus, club or organization is returned unpaid by your bank, Arlington ISD or it's agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGMENT and ACCEPTANCE of this policy and its terms.

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Bell Schedule

1st Lunch Schedule

1st / 5th 7:35 – 9:05
2nd / 6th 9:12 – 10:47
LUNCH 10:54 – 11:31
3rd / 7th 11:38 – 1:08
4th / 8th 1:15 – 2:45

2nd Lunch Schedule

1st / 5th 7:35 – 9:05
2nd / 6th 9:12– 10:47
3rd / 7th 10:54--12:24
LUNCH 12:31 – 1:08
4th / 8th 1:15 – 2:45

Pep Assembly Schedule

1st Lunch Schedule

1st / 5th 7:35 – 8:55
2nd / 6th 9:02 – 10:22
LUNCH 10:29 – 11:01
3rd / 7th 11:08 – 12:28
4th / 8th 12:35 – 1:55
ASSEMBLY 2:05--2:45

2nd Lunch Schedule

1st / 5th 7:35 – 8:55
2nd / 6th 9:02 – 10:22
3rd / 7th 10:29 – 11:49
LUNCH 11:56– 12:28
4th / 8th 12:35 – 1:55
ASSEMBLY 2:05--2:45

Revised 9 August 2004

NOTE:

On the Assembly Schedule students will be released by group over the intercom beginning as early as 1:45 (for example: band students, cheerleaders, athletes, seniors, juniors, sophomores, freshmen). Reminder--students are released by the teacher--not by the bell and students remain in the classroom until specific instructions for release are given over the intercom.

Final Exam Schedule

5th 7:35 - 8:30
6th 8:36 - 9:31
7th 9:37 - 10:32
8th 10:40 - 11:35

1st 7:35 - 8:30
2nd 8:36 - 9:31
3rd 9:37 - 10:32

Foreword

The purpose of this handbook is to provide students and their parents or emergency contacts with a summary of the policies and administrative procedures that relate directly to the student. Here, as in any society, there must be certain regulations added to the demands of courteous cooperation in order to reap the greatest good for the largest number of individuals. It is the desire of the Board of Education that all students, with the help of the school environment, will have access to optimum learning, free of distraction or disruption. Therefore, policies, regulations, and procedures are necessary in order that students understand the behavioral expectations, the offenses that are subject to discipline, and the possible consequences of penalties.

TO PARENTS: To give students the greatest opportunity toward the realization of his or her capacities through the best possible guidance will require full cooperation between the home and school. You may help in the following ways:

- A. Knowing your child's teachers.
- B. Stressing regular and punctual attendance.
- C. Asking for and studying grade reports and understanding your child's report.
- D. Refraining from telephoning students during school hours, except for emergencies.
- E. Knowing and supporting school policies/procedures outlined in this handbook.
- F. Keeping the lines of communication open with faculty and staff.
- G. Maintain up-to-date addresses and phone numbers.

TO STUDENTS: Students are responsible for reading this handbook and the AISD Code of Conduct. Lack of knowledge of any regulation or policy stated in this handbook will not be an acceptable excuse for violation or failure to comply. A parent's permission for a student to violate school policy or his/her approval after the violation has been committed does not legalize this action. Students who are guilty of a violation will be disciplined by the appropriate school official according to the circumstances of the case. This handbook cannot cover every situation that may arise. However, a full understanding of the general policies and procedures as set forth here will be an assistance to all. It is important that every student, parent, and teacher study the handbook carefully.

I. School Attendance

Good attendance is perhaps the single most important factor in an enjoyable and successful school career. Students who attend school regularly tend to achieve better grades, seek an active involvement in activities on campus, and learn the skills necessary to attain success after leaving high school. Employers identify punctuality and good attendance as important behaviors that they expect from their workers. Concern for a student's attendance is a high priority here at Seguin High School since excessive absences usually result in decreased student achievement.

The Texas Education Code 25.085 (a) states... "Students must now be in attendance a minimum of 90% of the days a class is offered." AISD policy additionally states that students on block schedules who accrue five absences or more in one semester may not receive credit for that class. Since block scheduled classes meet on alternate days, each class meets approximately forty-four times each semester. Thus, five absences or more exceeds the 90% attendance requirement. Students with excessive absences shall be required to continue in each class and assume responsibility for all assignments. Ninety percent attendance is required for each class on a student's schedule.

PROCEDURE FOR CLEARING ABSENCES

It is the responsibility of the parent or guardian to call the appropriate attendance office each day that a student is absent to explain the absence. Calls will be received and logged from 7:30 a.m. – 2:30 p.m. each school day. Phone numbers for attendance offices can be found at the front of this handbook; notes from home will not be accepted. All absences not cleared within 24 hours are unexcused.

Excused absences (in accordance with State Attendance Laws):

1. Serious illness - excessive days or three consecutive days will require a doctor's statement.
2. Death in the immediate family
3. Medical/dental appointments....properly validated
4. Authorized religious holidays
5. And others as listed [Board Policy FDD®]

Some examples of unexcused absences:

1. Truancy
2. Missing the school bus or ride
3. Shopping
4. Attendance at games elsewhere or on another campus
5. Hunting, fishing, ski trips, and comparable activities
6. Birthday or other celebrations
7. Gainful employment
8. Lack of transportation

9. Obtaining a driver's license
10. Student-organized "skip day"
11. Oversleeping
12. Each group of three tardies to a class

You will also be unexcused if:

1. You leave school without signing out in the proper attendance office.
2. You leave class without the teacher's permission.
3. You are absent from class without permission (skipping).
4. You obtain a pass to go to a certain place but do not report there.
5. You have permission to go home for lunch, become ill and remain at home without having a parent notify the attendance office.
6. You come to school but do not attend class.
7. You are late returning from lunch due to transportation.
8. You become ill and leave school without checking out through the clinic and the attendance office.

Credit for make-up work can be given for excused absences only. Students will receive a zero for each grade taken during unexcused absences. An unexcused absence is subject to disciplinary action. The decision of determining excused or unexcused in the case of an absence rests solely in the hands of the Seguin campus administration.

Students who accumulate excessive excused absences may be required to submit a doctor's statement on future absences and may be required to make up the time missed. Consecutive absences of three or more days will require a doctor's statement.

If there is ever a question about an unexcused absence, please check with the school prior to the absence, not after you return.

PROLONGED ABSENCES AND MAKE-UP WORK

Parents may request make-up work for a student while he/she is at home with an excused absence for 3 or more consecutive days. Prior to the request, the parent should determine if the nature of the illness enables the student to complete his/her assignment at home.

Parents of secondary students should call the appropriate attendance office by 9:00 a.m. and can expect the assignments to be available between 2:45 and 3:45 p.m. the following day.

Parents who fail to pick up the requested assignments may be denied this courtesy by the building principal or designee. Students should complete a reasonable

number of the assignments by their return to school and fully complete all make-up work within the designated time allotted.

STUDENTS WHO HAVE WORK ASSIGNED TO THEM ON A SCHEDULED BASIS, SUCH AS TERM PAPERS, PROJECTS, ETC., SHOULD HAVE THE WORK READY ON THE DUE DATE EVEN WITH AN EXCUSED ABSENCE. AN ACADEMIC PENALTY, AND/OR THE DEDUCTION OF POINTS, MAY BE IMPOSED FOR WORK NOT SUBMITTED ON THE DUE DATE. If an illness or accident is such that the student will miss three weeks or more of school, the parent or guardian should contact the counselor in order to secure homebound services.

COLLEGE DAYS

The AISD School Board has granted two college visitation days to seniors. To schedule these days, parents should contact the appropriate attendance office at least four days in advance. The student must pick up a visitation letter in the attendance office, have it signed and stamped by a college official at the campus visited. Once returning from the college visitation, the student is responsible for showing all teachers documentation then returning the signed form to the appropriate attendance office. Absences will remain unexcused until the letter is returned to the attendance office. Some limitations apply to college visitation days; no days are permitted prior to and following holidays, prom, and exam days. College visits will consist of one A-day and one B-day. College days are excused but do not count against exemptions.

ABSENCES ON TEST DAYS (SEMESTER)

With the exception of illness or emergency, an excused absence will not be given to a student who misses a semester exam(s). If there is any doubt about an absence being excused, the student or parent should check with the Attendance Office prior to the absence. Students who miss a final exam will be expected to take the exam on the next available day.

TARDIES (Every Six Weeks)

Students are expected to be on time for all classes. Students who arrive on campus after class is in progress or between classes must sign in at the appropriate attendance office and have a parent or emergency contact call before 3:00 p.m. that day. Tardies to 1st/5th periods will be considered late to school. Each set of three unexcused tardies in the same class per six weeks will constitute an unexcused absence. This absence will count toward the five absences that result in loss of credit or make-up time contracts for a specific class period. Any tardy longer than five minutes will be counted as an unexcused absence. Repeated tardiness will result in disciplinary consequences as well as loss of credit. The Seguin Tardy Policy is discussed in greater detail in the Seguin High School Discipline Plan.

LEAVING CAMPUS DURING SCHOOL HOURS

Passes to leave campus early may be obtained in each attendance office. They are to be used by students who report to school but must leave at a time other than the regular dismissal hours. Reasons for early dismissal must be acceptable, and students must follow the outlined procedure to be eligible for an excused absence:

1. Have a parent call the appropriate attendance office.
2. If departure is to be during a passing period, the student is to sign out in the office and receive a permit to leave the parking lot. If departure time occurs during a class period, the student must (a) carry the pass from the office to class and (b) present the pass to the teacher, acquire a signature, and return it to the office at the time of the departure in order to sign out.
3. Departures without clearance will be regarded as unexcused. Failure to sign out at the proper office is deemed an unexcused absence.
4. A student that has a doctor's appointment should return to school through the appropriate attendance office with a signed verification note from the health care professional.

LEAVING CAMPUS AFTER LAST CLASS

Students are expected to leave the campus after their last class unless they are taking part in tutorials or other school activities. This is particularly applicable to students in vocational work programs and seniors taking less than a full schedule of classes. Students who do not leave within 10 minutes or return to campus without a specific instructional or extracurricular purpose are subject to disciplinary measures and to losing early dismissal privileges. All students with a full schedule of classes must leave the school campus by 3:15 p.m.

DRIVER'S LICENSE / VOE

Students requesting verification of attendance to fulfill driver's license requirements must fill out a request form from the appropriate attendance's office. Verification will comply with the current Texas Department of Transportation regulations. 24 HOURS ADVANCE NOTICE IS REQUIRED!

TRANSFER STUDENTS

Seguin High School welcomes students on transfers who want to be a part of making this school the best in Arlington. However, permission to renew a transfer may be revoked by the appropriate assistant principal for failure to cooperate with school authorities or policies, disciplinary reasons, and/or attendance reasons.

OPEN CAMPUS LUNCH POLICY

AISD has an open campus policy, which permits juniors and seniors to leave campus during lunch. Junior-senior classification will be determined by credits earned, not number of years spent in school. Failure to report to classes after lunch will result in disciplinary action. Seguin High School will have two lunch periods in 2004-2005. Students will eat in appropriate areas, and they are expected to assist custodians and staff in properly disposing of trash. Freshmen and sophomores will not be allowed to go off campus for lunch, nor will they be able to enter the parking lots during lunch. Seniors and juniors will not be allowed to bring food back on campus. Failure to abide by policy may result in loss of off campus privileges.

II. STUDENT BEHAVIOR

STATEMENT OF PHILOSOPHY

The student body, faculty, and administration of Juan Seguin High School respect the right of educators to teach and of students to learn in a safe, orderly, and effective learning environment. Our rules and guidelines are necessary to maintain a climate that encourages learning and student achievement.

The following are considered expectations of every student at Seguin High School:

1. Obey the school rules: students are held accountable for reading and following all school policies outlined in the Seguin High School Handbook/Discipline Plan and the AISD Student Code of Conduct book.
2. Respect the authority of all school staff: students are expected to follow directions from all staff at all times on campus or at any school activity.
3. Be responsible: students are to be regular in attendance, on time to each class, and prepared to work.
4. Respect property: show pride in Seguin's campus and the property of others whether school, business, or residential.

5. Conduct themselves at school, on campus, on the bus, and at all school sponsored activities in a manner which will create and maintain a positive image for themselves, Seguin High School, and Arlington ISD.

HARASSMENT

Sexual harassment is described as unwelcome sexual advances, requests for sexual favors, sexually abusive or vulgar language or other verbal, visual, or physical conduct, if such conduct with a student or staff creates an intimidating, hostile or offensive school environment. Sexual harassment may result from an intentional or unintentional action, can be subtle or blatant, and can occur in any setting. The context of events can be important in determining whether particular acts constitute sexual harassment. Sexual harassment is subject to severe disciplinary action and includes, but is not limited to:

Verbal - slurs, sexual innuendoes and comments, jokes, remarks about appearance, name calling, stereotype references, insults, persistent requests for dates, requests for sexual favors, telephone calls, messages, suggestive sounds, wolf whistles, cat calls, flirting (hostile or discourteous remarks, threats, and improper or obscene language is not acceptable and shall be cause for appropriate discipline action)

Nonverbal – leering, suggestive or insulting gestures, offensive printed or written material, photos

Physical - kissing, touching, patting, massages, leering, stalking, sexual assault (physical aggression or attack upon a student, teacher, or any other school employee shall be cause for immediate suspension, possible removal to an alternative education program, and referral to the School Resource Officer)

TOBACCO

Tobacco in any form is not allowed. Any student found smoking or in possession of any form of tobacco while on campus or at any school-sponsored activity shall be subject to disciplinary action and a referral to the School Resource Officer.

DRUG OR ALCOHOL USE OR POSSESSION

Any student who possesses, sells, solicits the sale of, or comes to school or any school sponsored activity under the influence of drugs and/or alcohol will be referred to the School Resource Officer and disciplined according to the AISD Code of Conduct. Appropriate disciplinary measures will be given to those students who possess, sell, solicit the sale of, or come to school or any school sponsored activity with look-a-like drugs and/or unauthorized prescription medication.

WEAPONS

The carrying or storing of any type weapon or “lookalike” weapon on school property is prohibited. Weapons include firearms, knives, or any object used to inflict bodily harm. Possession of a weapon or a “lookalike” subjects the student to suspension, removal to an AEP, and/or a referral to the School Resource Officer. Weapons and “lookalike” weapons will be confiscated and not returned.

ITEMS TO BE CONFISCATED

Cell phones, ipods, radios, walk-mans, tape decks, hats, pepper spray, mace, wallet chains, skate shoes, laser pens, all electronic hand held devices, CD players, video cameras, lighters/matches, cigarettes, tobacco products, pornographic material, or any other items that create a disruption of the educational environment will be subject to confiscation by teachers or the administration. Skate boards will be confiscated if used on school property. The student may then be subject to disciplinary action. Return of the item will be determined by school policy and administration. Students who fail to relinquish an item upon request will be subject to an additional disciplinary action.

Note: Cell phones, ipods, and CD players are not allowed inside the school building. All visible cell phones, ipods, and cd players inside the school building will be confiscated by a school staff member and given to an assistant principal. There is a fee that must be paid by a parent BEFORE a confiscated cell phone can be returned to the student.

METAL DETECTORS

As of April 1993, AISD Board of Trustees has approved the use of metal detectors to screen for weapons and other contraband. Students and their personal property are subject to search. Failure to cooperate will subject the student to disciplinary action and referral to the School Resource Officer. The school district has also authorized the use of dogs to check lockers and vehicles for weapons, drugs, and other contraband.

INTIMATE BEHAVIOR (PDA)

Students are expected to refrain from public displays of affection (PDA) in school. Embracing, kissing, or inappropriate touching is considered disruptive to the educational environment and will be subject to disciplinary action.

INTERFERENCE WITH THE EDUCATIONAL PROCESS

Students who provoke a disturbance, damage property, encourage or participate in a disturbance or trespass violation, or otherwise interfere with normal educational processes will be disciplined according to the AISD Code of Conduct.

RESPECT FOR AUTHORITY

All students are responsible to all faculty and staff for their behavior, whether inside the classroom, in the halls, campus, or at school-sponsored activities. Disrespect and/or failure to comply with any reasonable and lawful request will be considered as defiance, or insubordination, and will subject the student to disciplinary action.

GANG ASSOCIATION

Gang activity will not be tolerated on campus or at any activity in which Seguin students participate. Any student who is identified as having any type of gang association shall be subject to severe disciplinary measures. A student/ parent conference may be held with the principal or assistant principal at which time disciplinary actions will be taken if gang activity or association continues at school. In addition, the School Resource Officer and Arlington Police Department Gang Unit will be notified.

UNAUTHORIZED VISITS TO OTHER SCHOOL CAMPUSES

Students are not to visit the campuses of other schools while their classes are in session or at any other time during their regular school day except for school-approved business or school-sponsored activities. Students who visit other campuses will be subject to disciplinary action and a criminal trespass warning.

Visitors to Seguin High School must register in the office upon their immediate arrival on campus. If this procedure is not followed, the visitor will be subject to criminal trespass warnings.

STUDENT I.D. BADGES

Students will be issued picture identification badges, which they must carry during school hours while on the Seguin HS campus. Students must show their identification badges when asked by any adult. Random ID checks will take place during the school day. Failure to produce the ID may result in disciplinary action. Students must replace lost badges. Replacement cost will be \$5.00.

RESTRICTED AREAS

Students are restricted from some areas of the building and/or campus during certain times of the day. Students are not allowed to go into the auditorium or sit directly outside classroom doors OR stand and talk in the middle of hallways.

BUSES

Students riding school buses are expected to conduct themselves in a manner that is not a distraction to the driver and that does not jeopardize the safety of others. Students riding the bus are under the jurisdiction of the driver and are subject to disciplinary action by the school principal or assistant principals. The privilege of receiving bus transportation may be revoked if a student has serious or persistent behavior infractions regarding bus behavior.

DRESS CODE

Teachers and administrators are charged with the responsibility for enforcing the dress code policy. Teachers are asked to check their students each morning for dress code violations and to send students who have chosen to violate the policy to the appropriate office with a discipline referral. The following dress code is adopted by the Arlington Board of Trustees and is to be followed by the students of Seguin High School:

1. Dresses and skirts should be a reasonable length and style. The length of a skirt or dress must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg. When measuring skirts or dresses that have slits, the length will be determined by measuring from the top of the slit.
2. Tube tops, crop tops, halters or strapless dresses without jackets are unacceptable. Straps on dresses or tops must be at least 2 inches wide. Shirts worn under overalls must have straps that are at least two inches wide.
3. Clothing made from transparent or see-through material is unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.
4. A boy's shirt should cover the entire crown of the shoulder. Underwear shirts or tank tops are not allowed. Sleeveless shirts with large armholes will not be allowed.
5. Shorts/Skorts must be no shorter than the tip of the longest finger with the student's

hand fully extended down the side of the student's leg. Form-fitting pants, such as spandex leggings or bicycle pants, may only be worn with another layer of clothing which meets the dress code.

6. Pants, shorts, skirts, overalls, etc. must be worn in an appropriate manner. There is to be no sagging of clothing and the waist of the garment is to be at the waist of the body at all times. The appropriate way to wear overalls is with both straps on the shoulders.
7. Shirts, jackets or any clothing with decorations, patches, lettering advertisements, etc. that may be considered obscene or offensive are not to be worn to school. This ban includes but is not limited to, any garment or jewelry that depicts weapons or has drug-related emblems such as marijuana leaves, tobacco products, any type of alcoholic beverage advertisement, and cult-related garments. Playboy symbols and Confederate flags on garments or jewelry are also prohibited.
8. Any clothing, accessories, symbols, jewelry or other paraphernalia, which depicts or suggests association with a gang or cult shall not be brought to school, worn at school, or in any way be present at any school related event. This includes, but is not limited to, solid colored shoelaces (red, blue, or gold), rags hanging out of pants pockets, wearing hats turned to the left or right, wearing one pant leg pulled up, any solid colored undershirt (red, blue, yellow/gold, and green), etc...
9. All students must wear shoes. Shoes without backs are considered unsafe. Bedroom slippers (house shoes) are inappropriate and are not allowed.
10. Hair should be kept neat, clean, and reasonably styled.
11. Any type of head covering is unacceptable (exception: religious dress) This includes bandanas, triangular scarves, and wave caps.
12. Proper undergarments must be worn and properly covered.
13. Chains, studded bracelets, spiked collars/belts/jewelry are not allowed for safety reasons.
14. Pierced body ornaments are limited to the ears. (No eyebrow, nose, lips, tongue).

The school administration shall have the authority to assess any current fashion or fad and determine its appropriateness for school wear. Any student not suitably dressed will be removed from class and will be subject to disciplinary action.

Clarification regarding apparel for school wear should be obtained from school administration prior to wearing it to school.

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TYPES OF BEHAVIOR CONSEQUENCES

After School Detention Hall

Students will be assigned to After School Detention Hall by the appropriate assistant principal for reasons which may include failure to attend a teacher's detention hall, minor class disruption, violation of the food and drink policy, tardiness, and other minor disciplinary violations. Failure to attend detention hall will be cause for further disciplinary action. Detention hall is held on Monday - Thursday from 3:00 pm. to 3:30 pm in the cafeteria. Students in detention hall will be required to bring work and will not be excused for any reason after detention hall is in progress. Students will not be allowed into detention once detention starts. Misconduct in detention hall will result in further disciplinary consequences.

Saturday School/Saturday Detention Hall

Saturday School is held on selected Saturdays from 8 a.m. – 12 p.m. in the Seguin cafeteria. Assignments to Saturday School will be made by administrators for attendance purposes. Students will be given a list of policies and are expected to arrive on time and bring work with them. No sleeping will be allowed. Leaving Saturday School early or disruptive conduct while in attendance will result in further disciplinary action.

Extended Classroom Opportunity (formerly On-Campus Suspension)

The ECO program is designed to address specific discipline concerns with consequences assigned to students outside the normal school day to minimize lost instructional time. The Extended Classroom Opportunity is assigned in lieu of On Campus Suspension (OCS) and will replace that option in the progressive discipline plan. ECO is held Tuesday, Wednesday and Thursday each week from 3:00 p.m. to 5:00 p.m. and on specified Saturday mornings from 8:00 a.m. to Noon.

ECO time can only be assigned by a school administrator. ECO time shall be scheduled at least one day in advance to allow the student time to arrange transportation on the assigned day(s) or as agreed by parent and administration contact. It is the student's responsibility to be present at the assigned time. Failure to serve the assignment or inappropriate behavior in ECO will result in further disciplinary action which can include but is not limited to: extension of time assigned to ECO, out of school suspension, or campus Choices. Upon completion of ECO the student will exit the building immediately.

Students will be expected to bring materials to work on such as classroom assignments or approved reading material. At the commencement of each ECO session students will be required to copy the ECO rules and complete a social skills/Boys Town assignment. When students do not bring materials, other

assignments or reading materials will be provided and students are expected to work on this material. Sleeping or other inappropriate behavior will not be allowed, and students making this choice will be removed immediately and be assigned further disciplinary consequences. Students must also be on time. He/she will not be admitted into the ECO room after 3:00 p.m. during the week and cannot leave until 5:00 p.m. On Saturdays standard Saturday School policies and guidelines will remain in force. Students are not permitted in after 8:00 a.m., and will be considered a No Show if that happens. On Saturday a brief break will be provided approximately half way into the assigned time. Normal school rules are in affect during all ECO time.

Home Based Instruction (HBI)

Home Based Instruction (Off Campus Suspension) is an unsupervised educational setting whereby a student must remain off campus for a specified period of time. The student is responsible for completing work he/she missed within the required time limit. These students are prohibited from attending or participating in extra-curricular activities during their suspension assignment. This is not considered an unexcused absence.

CHOICES Assignment

A student may be temporarily removed from his/her assigned classrooms to the Seguin High School CHOICES program for a period of 5 or 10 days. A parent or legal guardian must attend an intake session with their student before the placement begins or the student will be sent home and an unexcused absence will be assigned. Intake will begin at 7:15 a.m. each school day in the Choices classroom Temporary #3. In addition to the AISD dress code, students will have to abide by the CHOICES dress code.

Shirts:

- Solid white, gray or black only. All shirts will be free of logos, decorations, pictures or writing.
- Shirts will be tucked in so that the waist of the pants is revealed at all times.

Pants:

- Solid in color, black, khaki, or blue denim
- Must fit at waist and stay above hipbone
- No oversized or baggy pants will be allowed
- Must be worn with a belt

Shoes:

- May only be black, brown or white or any combination of those colors
- Shoelaces may only be black, brown or white.

Student ID

- Must be worn around the neck at all times

A student who violates the dress code must correct the problem and/or call a parent to bring appropriate clothing. A student who can not or will not comply with the CHOICES dress code will not be allowed to enter CHOICES and will be assigned an unexcused absence.

Class assignments will be provided as soon as possible for each student, and they are to be completed prior to the student's return to the regular classroom. Tardy to CHOICES assignment will result in additional disciplinary action. Students assigned to CHOICES will be prohibited from attending or participating in extra-curricular activities during their CHOICES placement. These students are also prohibited from being on any AISD campus other than Seguin during their CHOICES placement.

Turning Point High School

Turning Point High School is the district's long-term alternative education placement. Students who engage in Level 4 misbehaviors as described in the AISD Code of Conduct may be assigned to Turning Point. Some offenses, such as but not limited to possessing, using or being under the influence of drugs or alcohol will result in an alternative placement according to the Education Code. These offenses are listed and clarified in the Code of Conduct. Parents must attend a hearing with their student's assistant principal when there are allegations that a student has engaged in a serious, Level 4 misbehavior such as those described in the Student Code of Conduct.

During a student's term of assignment to Turning Point High School he/she will not be allowed to participate in any school activities at his/her home campus, or any other AISD campus. These activities include but are not limited to athletic events, graduation ceremonies, awards assembly, prom, etc. These students are also prohibited from being on any AISD school campus.

Turning Point assignments require an intake conference with parent and student. Appointments must be made in advance. Students assigned to Turning Point who use AISD transportation must not leave the designated area while waiting for a ride from the Seguin High School Campus.

CHEATING / ACADEMIC DISHONESTY

In order to maintain a community of trust at Seguin High School, ethical standards of honesty regarding work is expected of all students so that they may succeed in the classroom and earn their academic standing through their own efforts.

Each teacher will outline the consequences for cheating in his/her classroom discipline plan, which will be reviewed with all members of each class. This outline will inform students of the effects of cheating on their academic and citizenship grades.

All students should be cautioned that incidents of cheating will jeopardize eligibility for induction and membership into school organizations such as, but not limited to National Honor Society. The impact of the lowering of an average could also jeopardize UIL eligibility and could lead to the loss of credit in a course.

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SEGUIN HIGH SCHOOL CAMPUS DISCIPLINE PLAN

Before referring a student to the Assistant Principal, except for fighting, smoking, abusive language, and other major problems, each teacher is expected to contact the parents and solicit the parents' help by expressing a sincere interest in the student. Teachers are expected to handle minor classroom problems such as talking, not bringing proper supplies, etc. Students with problems concerning study habits should be referred to counselors. Every resource should be used to maintain a positive learning environment.

Monitoring hall traffic and behavior in the halls will be done by teachers between each class period as well as before and after school as appropriate.

Students are responsible for having read these guidelines and for acting accordingly. Claiming ignorance of any regulation or policy stated in these guidelines will not be an acceptable excuse for violation or failure to comply.

A parent's permission for a student to violate school policy or parent approval after the violation has been committed does not legalize the action.

Students are expected to respect all teachers, staff members and administrators.

Under AISD School Board Policy, discipline is progressive. If a student continues to violate rules, the discipline becomes more severe and could warrant a removal to Turning Point High School. This discipline plan cannot cover every situation that may arise. The school administrator shall have the right to consider changes in the building discipline plan as needed.

ABUSIVE/INAPPROPRIATE LANGUAGE

1. Student to student conversation in unsupervised setting.

Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO. Additional offenses result in progressively stronger discipline.

2. Student to student confrontation in supervised setting (classroom, hallway).

Discipline consequences assigned by the assistant principal will range from a minimum 2 days ECO and up. Additional offenses result in progressively stronger discipline.

3. Student to school staff member.

Discipline consequences assigned by the assistant principal will range from a minimum 4 days ECO and up. Additional offenses result in progressively stronger discipline.

4. Sexual or racially discriminatory remarks and/or gestures directed at a student.

Discipline consequences assigned by the assistant principal will range from a minimum of 4 days ECO and up. Additional offenses result in progressively stronger discipline.

ALCOHOL

1. Any student who uses/is under the influence of/possesses/sells/or delivers an alcoholic beverage on school property or at a school-sponsored activity will be subject to assignment to Turning Point High School.

2. Any student who uses alcohol before coming to a school event is also subject to these consequences.

3. Students involved in extracurricular activities are subject to disciplinary action according to the AISD extra-curricular policy found in the AISD Student Code of Conduct.

ARSON/FALSE REPORTS

1. Contact parent.

2. Contact police.

3. Minimum disciplinary consequences will be 5 days CHOICES.

BUS INCIDENTS

Use of AISD bus referral form/procedures.

DRESS CODE VIOLATIONS

Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO.

DRUGS

1. Any student who uses/is under the influence of/ possesses/ sells/ delivers a controlled substance or dangerous drug (including look-a-like substances) on school property or at a school sponsored activity will be subject to assignment to Turning Point High.
2. Any student who uses drugs before coming to a school event is also subject to these consequences:
 - a. Contact with parent.
 - b. Contact with police.
3. Marijuana stems, seeds, rolling papers or any amount of marijuana will be considered a violation to the Student Code of Conduct.
4. Drug paraphernalia will result in minimum of 5 days CHOICES.

END-OF-YEAR BEHAVIOR

1. Any offenses, according to the Student Code of Conduct, that may occur during the last month of school may result in disciplinary action which could result in removal from the year-end-activities.
2. Students may also be required to take exams during a time other than the regularly scheduled examination period.
3. Consequences may be carried over to the following semester.

FALSE CALL FOR ABSENCE

1. Discipline consequences assigned by the assistant principal will range from a minimum 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

FIGHTING/ASSAULT

1. Discipline consequences assigned by the assistant principal will range from a minimum 1 day HBI and 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

FORGED/FALSEIFIED/UNAUTHORIZED POSSESSION OF DOCUMENTS

(e.g., Hall passes, Doctor's note, tests, etc..)

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

GANG ACTIVITY/GRAFFITI/TAGGING

1. First offense minimum 5 days CHOICES, parent contact, Arlington Police Department contacted.
2. Second offense will result in Turning Point High School hearing. Arlington Police Department and parent notified.

HAZING/HARASMENT/THREATS

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

ID BADGES

Teachers should ask to see a student's ID before allowing him/her to leave class on any errand. Students are expected to comply with all requests to produce an ID.

1. Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO.
2. Additional offenses result in progressively stronger discipline.

LEAVING CLASS/CAMPUS WITHOUT PERMISSION

If a student fails to follow proper procedures during school hours:

1. Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO.
2. Additional offenses result in progressively stronger discipline.

LEAVING CAMPUS DURING LUNCH WITHOUT PERMISSION

All freshmen and sophomores are required to stay on campus during lunch. Any freshmen or sophomore who leaves campus during lunch without permission will receive the following consequences:

1. Discipline consequences assigned by the assistant principal will range from a minimum 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

NON COMPLIANCE/INSUBORDINATION

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

PARKING LOT VIOLATION

Parking in unauthorized spaces or reckless driving may result in the following:

1. Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO. Additionally, the vehicle is subject to being towed.
2. Additional offenses result in progressively stronger discipline.

PERSISTENT/RECURRING MISBEHAVIOR

Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO. Ultimately this type of behavior can result in a recommendation to Turning Point Alternative School.

PDA (PUBLIC DISPLAY OF AFFECTION)

1. Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO.
2. Additional offenses result in progressively stronger discipline.

REMOVAL FROM ECO/CHOICES

(e.g., discipline infractions occurring while assigned ECO/CHOICES)

1. Discipline consequences assigned by the assistant principal will range from a minimum of 1 day HBI plus additional days of ECO/CHOICES and up.
2. Additional offenses result in progressively stronger discipline.

TARDY POLICY

Teachers will not allow a student in class without an appropriate pass from the attendance office. Tardies for all classes are cumulative.

1. Discipline consequences assigned by the assistant principal will range from after-school detention hall to ECO.
2. Additional offenses result in progressively stronger discipline.

THEFT/ROBBERY/BURGLARY

1. Minimum of 5 days CHOICES, parent and School Resource Officer contacted.
2. Additional offenses result in progressively stronger discipline.

TOBACCO PRODUCTS

Use/Possession includes: Building, grounds (within 300 feet), parking lot, school activities (Lighters included)

1. School Resource Officer will be notified on each offense
2. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
3. Additional offenses result in progressively stronger discipline.

TRUANCY/SKIPPING

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

UNAUTHORIZED VISITS TO ANOTHER CAMPUS

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

UNACCEPTABLE USE OF TECHNOLOGY

Unauthorized use, inappropriate language, vandalism/visiting inappropriate sites:

1. Discipline consequences assigned by the assistant principal will range from a minimum of 2 days ECO and up.
2. Additional offenses result in progressively stronger discipline.

VANDALISM

Any offense for vandalism will be subject to restitution, referral to School Resource Officer, and ECO or other disciplinary measures as deemed appropriate to the severity of the case by the administrator.

WEAPONS (or look-a-like weapons presented as authentic weapons)

1. Contact parents and School Resource Officer
2. Assignment to Turning Point High School CHOICES program and informal conference with administrator

*Note: Pocket Knives: depending on the length of blade and type will determine discipline action. Example: pocket knife the does not exceed 3 inches will result in 3 days ECO.

III. COUNSELING AND GUIDANCE SERVICES

PROCEDURES FOR STUDENTS

In general, conferences will be arranged at the student's request. The appropriate request form should be completed before school, between classes, at lunch, or after school in the reception area of the Counselor's Office. The student should not just sign the clipboard and expect to be called in; he/she must fill out the correct form. The counselor will send for the student from class as soon as possible. A student who receives a pass should sign the clipboard, giving the time entering and leaving the office. Absences or tardiness resulting from waiting in the office will not be excused if the proper procedure is not followed. The daily sign-in list will be given to the attendance offices.

Counselor assignments will be determined by the first letter of a student's last name. Seguin's counseling assignments are as follows:

Ms. Carolyn Hammonds	A--Dd
Ms. Melissa Crawford	De--H
Ms. Alicia Curry	I--Nf
Mr. Greg Matlock	Ng--Sm
Ms. Nell Fielding	Sn--Z

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation with educational planning, interpretation of test scores, occupational and career information, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

CLASSIFICATION OF STUDENTS

Students are classified according to the number of credits they have earned. Required classification credits are as listed:

Freshman	Any student who has fewer than 6 credits
Sophomore	Any student who has as many as 6 credits
Junior	Any student who has as many as 12 credits and fewer than 18
Senior	Any student who has as many as 18 credits

PARENT-TEACHER CONFERENCES

Parents who have a question or concern regarding a student's progress in class should contact the teacher first. Teachers can be reached by telephoning the main phone number (817.375.6700) and leaving a message or calling the teacher's StarLink phone before/after school.

CHANGES IN SCHEDULE

It is the student's responsibility to sign up for the courses that will lead to graduation on time. Careful consideration should be given to the course selections for the next year. Teachers are hired, and the master schedule is made to accommodate student selections. A student should select alternate elective courses in case electives chosen are not possible because of small enrollment or scheduling conflicts. Sometimes individual schedule changes must be made to balance class loads. These changes will be kept to a minimum and should occur only during the first few weeks of a semester.

Parents and students who want a teacher change must first contact the appropriate counselor and set up a conference with the teacher. After the conference, the teacher and parent will be in close communication for a three-week period. If there is no improvement during this three-week monitoring period, the parent may contact the assistant principal to request a teacher change.

TUTORIALS

Tutorials are offered through individual teachers and/or departments. Students should ask their teachers if/when tutoring is offered.

WITHDRAWALS

The parent or guardian of a student who is to be withdrawn from school should contact the appropriate attendance office at least 24 hours in advance of the intended withdrawal date. Students who withdraw from Seguin must turn in their ID, all textbooks, and clean out their lockers. All fines must be paid prior to withdrawal.

CAREER CONNECTIONS – NAVIGATIONS

Career Connections is a highly recommended elective course for all ninth graders at Seguin High School. It is an activity-based course that helps students in the transition to high school, in organization and time management, in decision-making and goal-setting, and in career exploration and development.

PLAN FOR GRADING IN GRADES NINE THROUGH TWELVE

In keeping with the philosophy of the Arlington Public Schools, its plan of grouping, and its effort to provide a program to meet individual differences, the following weighted grade point system will be used for grades 9-12 to mark students who have varying abilities.

<u>Equivalent Numerical Values</u>	<u>Grade</u>	<u>Regular Level</u>	<u>Honors Level</u>
97-100	A+	12	15
93-96	A	11	14
90-92	A-	10	13
87-89	B+	9	12
83-86	B	8	11
80-82	B-	7	10
77-79	C+	6	9
73-76	C	5	8
70-72	C-	4	7
Below 70	F	0	0

GPA EXEMPT OPTION

1. Limited to seniors who have maintained a GPA of 7.0 or better.
2. Courses beyond the required 24 credits would be included and limited to 2 courses per semester per student.
3. The student's intent to take this option must be declared within the first three weeks of each semester.
4. The numerical grade will be posted on the transcript with no grade points.

GUIDELINES FOR PLACEMENT IN HONORS AND ADVANCED PLACEMENT COURSES

At Seguin High School we want to encourage students to select courses that are rigorous and challenging. We have a wide variety of Honors, Pre-AP, and Advanced Placement Courses available to offer. Students will be considered for enrollment in and removal from the Honors Program on an annual basis {Policy EIC(R) Local}. Students may choose to temporarily leave the honors sequence if the time required for studies becomes too demanding. However, skills in honors courses are

developed on a sequential basis, and mathematics sequences are difficult to interrupt.

Selection for the Honors Program is based on the following criteria:

1. Student's past performance. Recommend 90 or above average in regular content area and overall average.
2. Teacher recommendation based on performance and characteristics of students who can handle a more rigorous curriculum.
3. Accumulated test records.
4. Parental and principal approval.

Consideration for Removal from an Honors or Advanced Placement Course:

1. First two six weeks' grade average below 73. The student should be removed by the end of the second six weeks or remain in the course for the remainder of the semester. If the semester average is 73 or above, the student may remain in the honors class for the year, but will be subject to annual review and recommendation.
2. Failure to comply with performance guidelines and completion of assignments.
3. Overload of advanced courses while participating in extracurricular activities.
4. Upon removal from an Honors Course, no later than the end of the second six weeks, the student's grade may be adjusted to reflect varying grade points dependent on the grade point system which was in place when the student entered ninth grade.

EXEMPTIONS

Any junior or senior student may request an exemption from taking his/her final examinations under the following conditions:

- The student has a grade average of 80 or above.
- The student has no more than three absences in the semester. School-related absences are not included. *Doctors excuses count towards absences!
- An unexcused absence will negate the request for a waiver. Three unexcused tardies equals an unexcused absence.
- Assignment to an alternative education program or on-campus suspension will negate the request for a waiver.
- If the student elects to take the final examination, the student is allowed to take the exam and count the test exam score only if it would improve their average.
- All students must be in attendance periods 2 and 6 on the designated exam day(s) and must follow all school rules and teacher instructions.
- If a student has qualified for an exam exemption in periods 2 or 6, the student must attend class on exam day in order to maintain exemption.

- Any student who fails to attend periods 2 or 6 on exam days will lose all exemptions that day and must take the course(s) final exams on the school's designated make-up day(s).

IV. VEHICLES AND PARKING

PARKING STICKER REQUIREMENTS

1. All vehicles driven to school must have a Seguin High School sticker, which may be obtained from the Bookkeeper, located next to the front office. Each student may buy one (1) parking sticker for the year. The cost is \$35.00.
2. Parking stickers will be issued only to students who present a valid driver's license, accurate vehicle information, and proof of insurance.
3. Parking stickers are to be permanently attached on the lower front windshield – PASSENGER side. On motorcycles, the left fork.
4. To receive a replacement sticker, a student must remove old sticker and submit to the book keeper's office. The cost will be \$5.00.
5. Students that are Juniors and Seniors will be offered the opportunity to buy and personalize their selected parking space. Fee and restrictions will apply. See front office for more information.

PARKING LOTS

1. Student automobiles are to be parked in the designated areas only. Student vehicles parked illegally are subject to towing.
2. Students are not to park in spaces marked Reserved, Visitors, Handicapped, or Fire Lanes.
3. Faculty-Staff lots are clearly labeled and are not for student use. At no time should a student park in this lot unless given permission by the principal or an assistant principal.

RESTRICTIONS AND LIMITATIONS

1. Arrival and departure from school should be the only reason for students to be on the parking lots. School policy prohibits loitering in the parking lots. **AT NO TIME IS A STUDENT TO BE IN THE PARKING LOT DURING THE SCHOOL DAY.** After

arriving on the parking lot, students are to park vehicles correctly and not to move them until leaving for lunch or at the end of the school day without school approval.

2. The maximum legal speed limit on the parking lot is 10 m.p.h.
3. A student who has approval to leave school other than at lunch or the end of the day will be required to present a dismissal slip or corridor pass to the security guard.
4. Any traffic accident on school property should be reported to school officials immediately. The school district, however, assumes no responsibility for damages to or loss of personal property.
5. Please be aware that the use of the school parking lot is a privilege. Students who abuse parking lot policies may be subject to having their parking privileges revoked and to having disciplinary consequences.
6. Fraudulent use of parking stickers will result in disciplinary consequences for all parties involved.

V. GENERAL INFORMATION

ADVERTISING

All student activity posters must be proofread by a teacher/sponsor and approved by an assistant principal with the assistant principal's initials on each poster. Posters may be displayed only in designated areas and not affixed to any painted surface. Border on posters will be required.

ANNOUNCEMENTS

All announcements submitted for the public address system must be approved and initialed by a faculty sponsor and administration. Public address systems announcements must be submitted by 8:30 a.m. each day and will be made daily at the regularly appointed time.

ASSURANCE OF NON-DISCRIMINATION

No student shall be denied the right to participate in any school program or activity because of the student's race, religion, color, sex, or national origin, as required by the Title VI, Title IX, and Section 504.

CAFETERIA

Lunches may be purchased in the cafeteria through a student account. All students will be assigned a PIN number, which will be connected to their account. Money may be deposited into their student account to be debited as they purchase food items from the cafeteria. Deposits are to be made each morning in the cafeteria between 7:15 a.m. and 7:35 a.m. Checks should be made payable to "Seguin High School Cafeteria." Any money left in the account at the end of the school year may be reimbursed to the student or will roll over to the next school year.

CLINIC

A student becoming ill during the school day should obtain a pass from his/her teacher and report to the clinic. If it is necessary to go home, the nurse will inform the parent/guardian, and the student will be released from school. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for the classes missed; furthermore, the school is not responsible for students who leave campus without permission.

CRIMESTOPPERS PROGRAM

Juan Seguin High School participates in the Crimestopper Program. Students who have information regarding illegal activities may file a report with their assistant principal or School Resource Officer. Reward money may be offered for accurate information.

GIFTS

Gifts that are delivered to the school for students may be picked up in the front office at the end of the school day. This procedure is necessary in order to protect instructional time.

MEDICATIONS

No medication of any kind will be given to a student without special instructions from a doctor and a document on file in the clinic. The medication should be brought to school in the original prescription bottle and left in the clinic. Over-the-counter medication should be brought to the school nurse in the original container along with a parent letter.

PROGRESS REPORTS

All students will receive a computer-generated progress report for all classes at the beginning of the fourth week of the six weeks or later, if needed. Teachers are also encouraged to contact parents by phone any time there is a significant behavior problem that is interfering with learning process. The teacher will give students

progress reports, and it will be the student's responsibility to share this information with his/her parent.

REPORT CARDS

Reports cards will not be mailed home or faxed. Students will sign that they received their report cards. It will be the responsibility of each student to take home his/her report card. Report cards will be mailed only at the conclusion of school.

SCHOOL RECORDS

Parents of student may see the records which are directly related to the student. Students who withdraw from Seguin High School must have cleared all fines and fees and returned all textbooks before records will be released.

TELEPHONES

Office telephones are for business uses. Students are not to use teachers' phones or the office phones except in the case of a true emergency and/or with office approval.

TEXTBOOKS

The textbooks used by each student are approved by the State of Texas and/or AISD and are the property of the school. Textbooks are issued for student use at the time of enrollment in a class and must be returned at the end of the semester or before a schedule change or when a student withdraws from school.

Textbooks are numbered and coded, and teachers keep records of the books issued to each student. The student to whom the book is issued must pay for lost textbooks or for damage done to the book. Payment is made to the bookkeeper, and a receipt is given. A new book will not be issued until the student pays for the lost book and shows the receipt to the teacher. If the lost book is found, the student must present the book and receipt to the bookkeeper to obtain a refund. All students are encouraged to have textbooks covered at all times.

A student will not receive records nor will he/she be allowed to re-enroll the following year until the textbook record is clear.

EMERGENCY INFORMATION

Procedure for Tornado Alert:

SIGNAL: 1 long emission of tone signal repeated several times.

In the event that the school is in eminent danger of being in the path of an oncoming tornado, the following action should be taken:

- ~Principal or assistant principals will alert the school to the danger over the PA system.
- ~Students will be instructed to leave their classrooms quickly and in an orderly manner.
- ~Teachers should lead their classes to designated areas. Sit down next to wall and away from windows. Put hands over head and head on knees.
- ~All clear will be given over PA system.

Procedure for Fire Drill:

SIGNAL: Alarm System will sound - March out of building in an orderly manner.
Announcement by AP - Return to room

In the event of a drill or emergency which necessitates our leaving the building, teachers should move students out and away from the building. Fire drill exit maps are posted in each classroom.

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August

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September

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2006

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October

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2006

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November

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2006

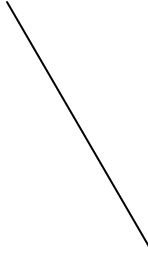
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2006

January

DRAFT



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2006

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February

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2006

March

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2006

April

DRAFT

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May

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2006

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