



**SOUTHWEST**

**S C H O O L S**

## **Empowerment High School**



## **Parent & Student Handbook 2019-2020**

### **Mission**

Our mission is to prepare college and career- ready students for postsecondary success.

### **Vision**

We are a premier district of choice that meets the diverse needs of all students by creating an inclusive community that fosters a strong sense of self-worth.

# Southwest Schools

*Spyros Catechis, Ed.D.*

*Founder*

*Janelle James*

*Superintendent*

## Empowerment High School

*Bianca Clark*

*HS Principal*

*Angelica Vega*

*Assistant Principal*

*Miriam Reyes*

*Coordinator of Administrator Services*

*Veronica Garza*

*Registrar*

*Lateefa Williams*

*Academic Counselor*



# Academic Calendar Year 2019 - 2020

July 2019							August 2019 - (T-16 S-12)							September 2019 - (T-20 S-19)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				7	8	9	10	1	<del>2</del>	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	<del>7</del>	<del>8</del>	<del>9</del>	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	<del>12</del>	13	<del>14</del>	<del>15</del>	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October 2019 - (T-22 S-21)							November 2019 - (T-16 S-15)							December 2019 - (T-15 S-14)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	<del>14</del>	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
27	28	29	30	31			24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30	29	<del>30</del>	<del>31</del>				
January 2020 - (T-19 S-18)							February 2020 - (T-20 S-19)							March 2020 - (T-16 S-16)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			<del>1</del>	<del>2</del>	<del>3</del>	4						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>
19	<del>20</del>	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	<del>30</del>	31				
April 2020 - (T-21 S-21)							May 2020 - (T-20 S-20)							June 2020 - (T-1 S-0)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	7	8	9	10	11	12	13
5	6	7	8	9	<del>10</del>	11	3	4	5	6	7	8	9	14	15	16	17	18	19	20
12	13	14	15	16	17	18	10	11	12	13	14	15	16	21	22	23	24	25	26	27
19	20	21	22	23	24	25	17	18	19	20	21	22	23	28	29	30				
26	27	28	29	30			24	<del>25</del>	26	27	28	<del>29</del>	30							
							31													

## KEY

Holidays	
New Teacher In-Service Days	
Teacher In-Service Days	
Early Dismissal for Students	
Teacher Prep. Days (No Students)	
Professional Dev. Days (No Students)	
End of Six Weeks	
Make-up Days	
First and Last day of School	
T=Teacher/Staff Work Days S=Student Days	

## HOLIDAYS

Labor Day	September 2, 2019
Fall Holiday	October 14, 2019
Thanksgiving	November 25-29, 2019
Winter Break	December 23, 2019-January 3, 2020
MLK Day	January 20, 2020
Spring Break	March 16-20, 2020
Chavez/Huerta Day	March 30, 2020
Spring Holiday	April 10, 2020
Memorial Day	May 25, 2020

## Report Cards Dates

September 30, 2019
November 11, 2019
January 10, 2020
February 28, 2020
April 22, 2020
May 29, 2020

## SIGNIFICANT DATES

First Day for New Teachers/New to SWS	August 7-8, 2019
First Day for Returning Teachers	August 9, 2019
First Day of School	August 15, 2019
Last Day of First Semester	December 19, 2019
First Day of Second Semester	January 7, 2020
Last Day of School	May 29, 2020
Last Day for Teachers	June 1, 2020

## MAKE-UP DAYS

June 1, 2020	First make up day if needed, moves Teacher Prep Day to June 2 <sup>nd</sup> .
June 2, 2020	Second make up day if needed, moves Teacher Prep Day to June 3 <sup>rd</sup> .

## SEMESTER DATES

<b>First Semester</b>	August 15, 2019-December 19, 2019
<b>Second Semester</b>	January 7, 2020-May 29, 2020

## Six Weeks Grading Periods

Six Weeks I	8/15/19-9/23/19	27 Days	Six Weeks IV	1/7/2020-2/21/2020	32 Days
Six Weeks II	9/24/19-11/4/19	27 Days	Six Weeks V	2/24/2020-4/15/2020	31 Days
Six Weeks III	11/5/19-12/19/19	27 Days	Six Weeks VI	4/16/2020-5/29/2020	31 Days

# Empowerment High School Parent & Student Handbook

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

Non-Discrimination Policy-Southwest Schools admissions and enrollment shall be free from discrimination based on sex, national origin, ethnicity, religion, disability, academic, artistic, athletic ability, or the district the child would otherwise attend under state law.

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

# CAMPUS PROCEDURES

## A

### **ATTENDANCE FOR CREDIT OR FINAL GRADE**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade. The student or parent may appeal the committee’s decision to the by filing a written request with the Superintendent. The actual number of days a student must be in attendance, in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **ATTENDANCE VERIFICATION FOR DRIVER’S LICENSE**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained from the registrar, which the student will need to submit to DPS upon application for a driver license.

## **DOCUMENTATION AFTER AN ABSENCE**

When a student is absent from school, the student—upon arrival or within five school days of returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. All notes must describe the reason for the absence and include the parent’s contact numbers. Parent notes may be sent by e-mail but must come from a parent’s verified e-mail account and be sent to the school’s daily attendance clerk. If the student fails to bring a note or the parent does not send an e-mail as required within the five school-day period, the absence will be coded as an unexcused and will count against the student’s official attendance record. Note: Unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence.

Once coded as an unexcused absence, the coding will not be changed without the approval of a campus principal.

## **NOTES FOR EXCUSED ABSENCES MAY BE WRITTEN OR EMAILED TO THE ATTENDANCE CLERK AND SHOULD CONTAIN THE FOLLOWING INFORMATION:**

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

## **DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS**

Upon return to school, a student absent for four or more consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Notes must be turned in within five school days of the student’s return to campus. Otherwise, the student’s absence may be considered unexcused. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence(s) will be excused or unexcused.

## **PREPLANNED/ANTICIPATED ABSENCE**

Notes for preplanned or anticipated absences should be sent to the school principal or designee at least three school days before the absences occur to determine if the absences will be excused. Regardless of whether an absence is marked excused or unexcused, students will have an opportunity to complete any missed work upon their return to school. The number of days given to make up work assigned during an absence will be equal to the number of days missed. Teachers are not required to provide assignments or class work for students to complete during the time they are absent.

## **STUDENTS WITH DISABILITIES**

If a student with a disability is experiencing attendance issues, the student’s ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

# B

## **BULLYING**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and occurs when a student or group of students engages in written or verbal expression through electronic means, or physical conduct against another student that:

- Has the effect or will have the effect of physically harming a student, or damaging the student's property; or
- Places a student in reasonable fear of physical harm to the student's person;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the targeted students at school. Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Bullying is prohibited by Southwest Schools and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another Southwest employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. Southwest Schools will also provide notice to the parent of the alleged targeted student and the parent of the student alleged to have engaged in bullying.

## **BUS**

Qualifying students may ride the school bus to and from the Bissonnet Elementary bus pick-up/drop off site. There is a bus monitor in the morning and afternoon to ensure student safety.

Metro Q cards are also available to qualifying students.

All qualifying students will receive and sign a bus rider agreement. The Assistant Principal is the contact for all transportation questions/concern.

Refer to SWS Code of Student Conduct for a complete list of bus expectations and consequences.

# C

## **COURSE CREDIT**

Credits for students in grades 9-12 are awarded on a semester by semester basis for a grade of 70 or above (.5 credit per semester). However, if a student fails the **first** semester of a full-year course and passes the **second** semester during the same school year, the two semester grades will be averaged to determine whether the student has earned full credit for the course. For example, if a student makes a 68 the first semester and makes a 72 the second semester, the student will earn full credit for the course because the two semesters average to a 70. **Composite averaging only applies if a student passes the second semester.** If a student's final average is less than a 70 or the student does not pass the second semester, credit will be awarded for the semester passed and the student must recover credit for the failed semester. In some cases, a counselor may recommend, or a student may choose, to retake an entire course. If this occurs, the semester previously passed would be retaken for no credit but included in the overall GPA and rank. Southwest Schools may provide the opportunity for students to recover course credit by any method available, including a correspondence course, a distance learning option, or summer school.

## **CAFETERIA**

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

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

## **CLOSED CAMPUS**

Students may be dropped off at the MPR beginning at 7:00am. Student drop off before 7:00am will not be supervised as no staff is on duty until 7:00am to help with student's supervision. The campus of Empowerment High School is closed and no student following his/her arrival shall leave the campus except in emergencies approved by the office. Students that have met the eligibility requirements for off-campus must have ID on them to leave campus during the designated times only.

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

## **CLUBS AND ORGANIZATIONS**

Student clubs and organizations may establish rules of conduct—and consequences for misbehavior—that are stricter than those for students in general. If the violation of an organization's rules occurs that is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

## **COMPUTER ACCESS**

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

## **CONFERENCES/CONCERNS/COMPLAINTS**

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

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

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

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

## **CAMPUS PRINCIPAL REVIEW OF COMPLAINT**

Where a(n) Southwest Schools employee, student, guardian of a student, or a member of the public has a complaint or concern regarding Southwest Schools, the individual shall first bring their complaint or concern in writing to the appropriate campus principal. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal must hear the complainant, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal must respond to the complainant and issue a final decision in writing within 10 days of the principal's receipt of the complaint.

## **SUPERINTENDENT REVIEW OF COMPLAINT**

If the individual bringing the complaint is not satisfied with the campus principal's final decision, then the individual may file a written appeal to the CEO/Superintendent of Southwest Schools. This written appeal shall be filed with the CEO/Superintendent's office within 10 days of the individual's receipt of the campus principal's final decision. The complaint shall include a copy of the written complaint to the campus principal along with a copy of the campus principal's final decision. A copy of the appeal shall also be delivered to the campus principal. The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the campus principal. The CEO/Superintendent, or designee, shall respond to the complaint and issue a final decision in writing within 15 days of receipt of the written appeal.

## **BOARD OF DIRECTORS REVIEW OF COMPLAINT**

If the individual bringing the complaint is not satisfied with the CEO/Superintendent's final decision, then the individual may appeal their complaint in writing to Southwest School's Board of Directors within 10 days of receiving the CEO/Superintendent's final decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the CEO/Superintendent of Schools along with a copy of the CEO/Superintendent's final decision. A copy of this appeal shall also be delivered to the CEO/Superintendent of Schools.

## **REQUESTING APPEAL**

- If you wish to file an appeal to the CEO/Superintendent of Schools, please submit your request in writing within 10 days of receipt of written notification of employment decision.
- Requests must be in writing and submitted via email within 10 days.
- Requests must be emailed to Janelle James, CEO/Superintendent of Schools [jjames@swschools.org](mailto:jjames@swschools.org) and Copied to Mayra Bullock, Chief Human Resources Officer [mbullock@swschools.org](mailto:mbullock@swschools.org) with the subject line **“Appeal Request.”**

## **CONFISCATED ITEMS**

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

## **PROHIBITED MISCELLANEOUS ITEMS**

School personnel may confiscate the following items:

1. Hats, caps, head coverings of any kind, or sunglasses.
2. Hats that are required for a school activity will be an exception.
3. Headbands and bandanas tied from the forehead to the back of the head.
4. Jewelry or accessories with inappropriate lettering, decorations, or advertisements.
5. Large book bags, athletic type bags, and duffel bags will not be allowed in the classroom.
6. Toys, water guns, water balloons, dart guns, etc.
7. Accessories identified as gang related.
8. Laser pointers or laser lights of any kind.
9. Any other item that disrupts the normal operation of the school.

# **D**

## **DELIVERIES TO STUDENTS**

The delivery of flowers, balloons, gifts, cookies, etc. to school during the school day is not allowed. These items will not be sent to students during class time, and the school will not accept responsibility for any items left on school property by a delivery company or individual. Students may not bring balloons or oversized stuffed animals to school as they may distract from instruction. Food brought by parents will be delivered during the lunch period only. Food will not be delivered during the instructional period.

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

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher sponsor and the campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed by anyone without the approval of the principal and in accordance with campus regulations. All material intended for distribution to students that is not under the school’s editorial control must be submitted to the principal for review and approval. If the material is not approved within 48 hours of the time it was submitted, it must be considered disapproved.

## **DRESS CODE**

All students are expected to adhere to the campus dress code. Students found in violation of the dress code will be issued a consequence according to the Student Code of Conduct. It is the philosophy of the Empowerment High School administrators, faculty, staff, parents, and students that behavior, actions, and performance are affected by the way people dress. It is our goal that all students experience success both academically and socially and that all students graduate from Empowerment High School well prepared for the future. Full cooperation of students and parents/guardians must be followed. The school administration will determine whether a student's dress is appropriate for school. We encourage all students to dress for success and to dress with pride. Time out of class as a result of a dress code violation is unexcused.

### THIS DRESS CODE HAS BEEN ESTABLISHED TO:

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

### MINIMUM STANDARDS ARE AS FOLLOW:

#### *Hair and Grooming*

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

### STUDENT MODE OF DRESS

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

- Tennis shoes or dress/ casual shoes only. No flip-flops, house-shoes, or other inappropriate shoes permitted.
- Over-sized, baggy clothing is not acceptable.
- No headwear can be worn, i.e. baseball caps, bandanas, headbands, wave cap, etc.
- Chains hanging from pants are not acceptable.
- If dress/accessories seemingly fit the profile of gang affiliation, administration reserves judgment to disallow it.
- Dress code guidelines are subject to change during the school year if necessary to ensure the safety and climate of academia.
- In all matters of student dress, the school administration will make the final determination of appropriateness and any subsequent remedies.

MONDAY	NAVY BLUE OR WHITE - SOUTHWEST SCHOOLS UNIFORM SHIRT NAVY BLUE, BLACK OR KHAKI - PANTS, SHORTS, OR SKIRTS (NO CARGO). -SHORTS OR SKIRTS MUST BE LONGER THAN FINGER TIP-LENGTH WHEN STANDING -PANTS/SHORTS MUST BE FITTED AROUND THE WAIST
TUESDAY-THURSDAY	NAVY BLUE OR WHITE – SCHOOL UNIFORM SHIRT OR COLLARED POLO-STYLED SHIRT NAVY BLUE, BLACK OR KHAKI - PANTS, SHORTS, OR SKIRTS (NO CARGO). -SHORTS OR SKIRTS MUST BE LONGER THAN FINGER TIP-LENGTH WHEN STANDING -PANTS/SHORTS MUST BE FITTED AROUND THE WAIST
FRIDAY	STUDENTS CAN WEAR A COLLEGE/UNIVERSITY OR SPIRIT SHIRT OR WEAR THE MONDAY-THURSDAY UNIFORM (NO JEANS)
OUTERWEAR	SOUTHWEST SCHOOLS SWEATSHIRTS (HOODIE) OR ANY JACKET/SWEATER THAT SHOULD REMAIN UNZIPPED/UNBUTTONED FOR VISBLE UNIFORM SHIRT

Consequences for violations of dress code:

Students who are dressed inappropriately will first have the opportunity to correct it; if students are unable to correct it a parent will be notified and a consequence may be issued to a student. Continuous violation of the dress code may escalate disciplinary actions.

# E

## ELECTRONIC DEVICES AND CELLULAR PHONES

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. Students are encouraged to bring their own device for enhanced learning opportunities. Students will be provided access to a filtered, wireless network through which students will be able to connect mobile devices to a designated network. Students using mobile devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Southwest Schools’ networks.

The possession of a mobile telephone or any device capable of capturing images during a state assessment will result in the state assessment not being scored. Students found in possession of a mobile telephone or any device capable of capturing images, during a state assessment, may be required to retest.

**If a student violates the cell phone policy, their cell phone maybe confiscated.**

**1<sup>st</sup> Offense**-Student can pick up at the end of the day.

**2<sup>nd</sup> Offense**-Student can pick up at the end of the day; a fee of \$20 will be charged; the student will be assigned lunch detention.

**3<sup>rd</sup> Offense**- A fee of \$20 will be charged; the parent must pick up the phone from administration

**Further Offenses**-Consequences at the discretion of the administration (in accordance with the Student Code of Conduct)

*All Confiscated items will be placed in a locked storage area on school property. Empowerment High School is not responsible or any theft or destruction of confiscated items that are placed in locked storage.*

## **DESIGNATED INSTRUCTIONAL AREAS**

Students are allowed to bring mobile 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 as permitted by instructor.

## **DESIGNATED NON-INSTRUCTIONAL AREAS/TIMES**

Students are allowed to bring mobile devices that can access the guest filtered wireless internet, as available. Students will be allowed to use the device in specified areas and times determined by the campus.

## **SECURITY**

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Digital Citizenship guidelines may be denied access to the District's networks. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's networks and will be subject to disciplinary action in accordance with the Student Code of Conduct

## **EMERGENCY SCHOOL CLOSING INFORMATION**

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

### Disaster Drill:

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

### Fire Drill:

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

### Shelter in Place Drill:

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

## **END-OF COURSE**

### **REQUIREMENTS FOR A DIPLOMA**

To receive a high school diploma from the District, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit level exam or achieve passing scores on certain end-of-course (EOC) assessments.

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. If a student fails to perform satisfactorily on an EOC assessment, the District will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

## EXEMPTIONS (FINAL EXAM)

Note: For some students' exemption eligibility criteria includes passing an End of Course Exam (EOC). If a student has not passed the EOC exam for that course they are not eligible to be exempt from the spring semester exam in that course. If EOC scores are not received from TEA prior to the start of spring semester final exams then the exemption criteria will only be based on attendance, discipline, fines/fees, and grades.

For extenuating circumstances, students could regain exemption eligibility (example: student has absences due to surgery as a result of competing in an athletic contest for SWS) if the campus principal and attendance review committee.

Attendance:	No more than 4 absences for the spring semester. 3 tardies equals 1 absence for exemption purposes.
Discipline:	No more than 2 suspensions in the school year.
Fines/Fees:	No outstanding fines or fees.
Grades:	Must have a semester average of 80 or above for the spring semester in the course eligible for exemption.
State Testing:	Must have met minimum standard on the EOC exam for the course eligible for exemption.
Exemptions:	Eligible for 3 exemptions in core courses only. (Math, Science, ELA, or Social Studies)
Test Days:	Students MUST attend class during exam exemptions to receive exemptions.

### 11th Grade

Attendance:	No more than 4 absences for the spring semester. 3 tardies equals 1 absence for exemption purposes.
Discipline:	No more than 2 suspensions in the school year.
Fines/Fees:	No outstanding fines or fees.
Grades:	Must have a semester average of 80 or above for the spring semester in the course eligible for exemption.
State Testing: (US History).	Must have met minimum standard on the EOC exam for the course eligible for exemption
Exemptions:	Eligible for 4 exemptions in core courses only. (Math, Science, ELA, and Social Studies)
Test Days:	Students MUST attend class or all required activities during exam exemptions to receive exemptions.

### 12th Grade

Attendance:	No more than 4 absences for the spring semester. 3 tardies equals 1 absence for exemption purposes.
Discipline:	No more than 2 suspensions in the school year.
Fines/Fees:	No outstanding fines or fees.
Grades:	Must have a semester average of 80 or above for the spring semester in the course eligible for exemption.
State Testing:	Must have met minimum standard on the EOC exam for the course eligible for exemption.
Exemptions:	Eligible for exemptions in all courses.
Test Days:	Students MUST attend class or all required activities during exam exemptions to receive exemptions.

## **EQUAL EDUCATION OPPORTUNITIES**

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

## **F**

### **FREE & REDUCED LUNCH PROGRAM**

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

### **FIELD TRIPS**

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

## **G**

### **GANG AND GANG-RELATED ACTIVITIES**

The presence of or student involvement in gangs or gang-related activities on school grounds, at school-related events, including the display of gang-symbols, paraphernalia or apparel, is strictly prohibited. Any student who violated this policy shall be subject to suspension or expulsion in accordance with the District's discipline policy.

As used herein, the term "gang" shall mean any organization, club, or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang.

## GUIDELINES FOR GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

**RETESTING:** In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. If a student receives less than a 75% the student may retest within 5 days (on their own time as scheduled by the teacher) and after attending at least one tutorial session.

These policies shall align with District standards and be consistent within grade levels and/or departments. The specifics of these policies shall be clearly communicated to parents and students.

Grades shall reflect academic achievement and shall not be based on nor adjusted for nonacademic criteria, such as discipline, attendance, tardies, or participation in extracurricular activities, except as provided by state law and set out in local policy.

Students will complete, on average, two assignments each week of instruction. The culminating grade for each grading period will be comprised of at least twelve individual grades.

When determining culminating grades, the following grading scale will be used:

### GRADE SCALE:

Letter Grade Numerical Range Quality Points

A	90 - 100	4	Excellent work quality; assignment mastery
B	80 - 89	3	Good work quality; consistent effort
C	75 - 79	2	Satisfactory work; average achievement
D	70 - 74	1	Work quality below expectations
F	0 - 69	0	Work quality does not show an understanding of standards

Parents will be notified if a student's grade falls below a 70 grade average or if the grade average falls two or more letter grades after the last progress report.

Students who miss an assignment due to absence, either excused or unexcused, or who receive a non-passing grade for an assignment, will be afforded a reasonable opportunity to remedy the failing grade. Generally, it is expected that students will make-up or resubmit an assignment within three days of an absence.

Teachers will maintain accurate and up-to-date student records on TxEIS Gradebook. This tool provides parents with current attendance records and classroom conduct reports, as well as grades

In addition, Southwest requires teachers to collect a minimum 9 grades per six weeks for each student. Teachers are also required to have no less than 3 major grades per 6-week grading period. Teachers will use the following grading scale when determining a student's average.

- **35% Major-(assessments of complex assignments typically taking more than one day to complete) some examples are:**
  - Chapter or unit tests
  - PBL project
  - Skills assessment (essays, performance, oral presentations, labs)
- **55% Daily-(typically taking one day to complete) some examples are:**
  - Guided or independent practice
  - Quizzes
  - Teacher observation (small group participations, Socratic seminar, etc)
- **10% Enrichment**
  - Homework
  - Interactive notebook

# H

## HALL PASS

Students are not to leave class without a pass from the teacher. No passes will be issued the first or last 10 minutes of class.

## HEALTH SERVICES

### Emergency Medical Treatment

Parents shall complete an emergency card form each year that includes a place for parental consent for school officials to obtain medical information for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. **If an ambulance is summoned to render emergency aid, Empowerment High Schools is not liable for any costs or fees associated with the medical emergency.**

### 24 Hour Rule

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

# I

## INCOMPLETE GRADES/REPORT CARDS/FINAL EXAMS

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

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

## IMMUNIZATIONS

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

## IMMUNIZATION REQUIREMENTS FOR TEXAS STUDENTS

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

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

# L

## LOST AND FOUND

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

# M

## MEDICATION POLICY

The District will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, delivered to the clinic by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Non-prescription medication, in the original, properly labeled container, delivered to the clinic by the parent along with a written request.
- Herbal or dietary supplements delivered to the clinic by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

If sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the campus administrator the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the principal for information.

# P

## PARKING

### Student Parking Rules and Regulations

Student parking passes can be purchased for \$25 per year, given that they show proof of a valid driver's license and insurance. **Students who violate any of the below regulations may lose their parking privileges and no refunds will be given.**

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

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

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

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

#### Visitor's Parking

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

### **PROPERTY**

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

School – The building and all its contents are school property. Destruction and/or defacing school property is a violation of the Discipline Management Plan and Student Code of Conduct, as well as state law.

## **S**

### **SAFETY**

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

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

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

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

A student's clothing, personal property, electronic equipment, or method of transportation may be searched, whether or not the student is present, when there is reasonable suspicion to believe the search will reveal articles or materials prohibited by Southwest Schools or a rule violation or criminal activity. Additionally, Southwest Schools may conduct unannounced, random and blanket inspections and searches of school property used by the student, or school property used by the student may be searched when there is **reasonable suspicion** to believe the search will reveal articles or materials prohibited by Southwest Schools, whether or not the student is present. Additionally, Southwest Schools has a right to conduct unannounced and blanket inspections and searches when there is reasonable suspicion to believe the search will reveal articles or materials prohibited by Southwest Schools. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. Students may be disciplined for possession of prohibited items discovered during a search. The parent will be notified if any prohibited items are found.

When it comes to searches it may be helpful to understand that “probable cause” is the standard used in criminal matters and refers to sufficient reason based upon specific facts to believe a crime has been or will be committed or that certain property is connected with a crime. In other words, the criminal activity “more likely than not” has occurred, is occurring, or will occur. **Reasonable suspicion**, on the other hand, is a lesser standard to justify a search of a student. Reasonable suspicion requires a mere awareness of facts that there may be a reason for a school official to suspect that a search will uncover evidence of a rule violation or criminal activity.

## **STUDENT IDENTIFICATION BADGE**

Students will be given an identification badge at the start of the school year or during the initial enrollment. ID will be required to participate in specific school-sponsored events or specific testing sessions. If the identification card needs to be replaced, students may purchase student identification badges from the front office for \$5.

# **T**

## **TARDINESS**

A student who is tardy to class may be assigned consequences according to the Student Code of Conduct. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. For students in grades 9-12, attendance is taken in every class. Students who arrive late to class will be marked tardy. Students who arrive 15 or more minutes late will be marked as absent.

## **TEXTBOOKS**

Empowerment High School has adopted a policy of using classroom sets. Textbooks will be issued directly to the students on an ‘as needed’ basis to make up for work missed due to excused absences or at student requests. Students may pick up books before and after school only from the assigned teacher. If a textbook is lost, the student must pay for the book before a second book can be issued. Students may also be charged for damaged or defaced books. To pay for textbooks, students should see the school secretary.

# V

## **VALUABLES**

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

## **VISITORS**

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

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

# W

## **WITHDRAWALS**

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

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

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

# CODE OF CONDUCT/STUDENT DISCIPLINE

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

Students shall be treated fairly and equitably. Every student will be given the opportunity to present his/her side to administration before an appropriate consequence is given. Consequences shall be based on a careful assessment of the circumstances of each case unless disciplinary action by the school is mandated for certain offenses, as outlined by Board policy, the Texas Education Code, or the Empowerment High School Parent/Student Handbook.

Administration will make the determination based on the severity of the offense, the attitude of the student, the cumulative discipline record of the student, and the potential effect of the misconduct on the school environment.

Student consequences for minor offenses involve progressive discipline assignments beginning with the teacher warning the student, assigning teacher detention, and contacting the student's parent/guardian. Repeated infractions will be treated as serious, persistent misbehavior with the teacher referring the student to the office for a conference with the AP. The AP will then decide on the consequence appropriate for the student in that given situation.

Consequences can include: additional hours of detention, suspension (unsupervised home study), teacher removal from class, and as a last resort, expulsion.

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

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

**Please refer to Southwest Schools Code of Student Conduct for a complete list of discipline offense levels.**

# Discipline Management Plan

## Level I - Offenses

Minor offenses, generally observed in the classroom or in the building, interfere with the orderly educational process. Level I offenses are most often managed by the classroom teacher. Parents may be requested to come in for a conference with the teacher to discuss this misbehavior and the disciplinary action taken.

VIOLATION CODE – VIOLATION/OFFENSE	MINIMUM CONSEQUENCES
<ul style="list-style-type: none"> <li>● Violations of rules or procedures established by the teacher</li> <li>● Unexcused tardiness to class</li> <li>● Failure to participate in classroom activities</li> <li>● Skipping a Class</li> <li>● Throwing Objects (Non Bodily Injury/Damage)</li> <li>● Failure to bring required classroom materials or assigned work to class</li> <li>● General misbehavior such as eating in class,</li> <li>● Dishonesty</li> <li>● Obscene Gestures (not towards anyone or in threatening manner)</li> <li>● Exhibit Inappropriate Familiarity</li> <li>● Minor AUP Violation (off task on computer)</li> </ul>	<p style="text-align: center;"><b>The following discipline management techniques may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:</b></p> <ul style="list-style-type: none"> <li>● Verbal Correction</li> <li>● Redirection</li> <li>● Proximity</li> <li>● Planned feedback</li> <li>● Temporary confiscation of items that disrupt the educational process</li> <li>● Parent Contact</li> <li>● Student Conference</li> <li>● Parent-Teacher Conference</li> <li>● Detention (before or after school)</li> <li>● Withdrawal of School Bus Privileges</li> <li>● Behavior Contracts</li> </ul> <p><b>*Serious and/or repeated violations may result in a more severe consequence or referral to the next level (Level II Offense).</b></p>

## Level II – Offenses

General misconduct violations interfere with the learning environment. Parents will be notified of the offense and may be requested to come for a conference with the administrator to discuss the offense and the disciplinary action. The disciplinary action will depend on the offense, previous actions, and the seriousness of the misbehavior.

VIOLATION CODE – VIOLATION/OFFENSE	CONSEQUENCES* (DISPOSITION)	DURATION
Cheating, plagiarism, or copying the works of other students, which includes failure to comply with test security procedures and use of cell phones, smart watches, and electric devices during testing	After School Detention	2 Days
Leaving the classroom or school grounds, without the permission of school personnel	ISS	2 Days
Cutting Class or skipping school	ISS	2 Days
Inappropriate display of affection, which should be enforced equitably without regard to sexual orientation, gender identity, or gender expression	Warning – Student Conference After School Detention	1 Day
Failure to abide by rules and regulations at extra-curricular activities or at co-curricular activities such as field trips	Loss of Privileges Saturday School	1 Day
Cafeteria Disturbance	Community Service – After School	2 Hours
Selling or soliciting legal items for sale any merchandise on school campus without the authorization of the building principal	Confiscation of Items – Parent Conference	
Profanity, vulgar language, or obscene gestures directed towards someone	Afterschool Detention ISS	2 Days
Repeated violation of a schools mandatory school uniform policy	ISS	2 Days
Disruptive behavior on a school bus or at a school bus stop	ISS	3 Days
Any other acts that interfere with the orderly educational process in the classroom or the school	Suspension	2 Days
Accessing materials and sites on the internet that are deemed to be inappropriate by SWS	Loss of Privileges	TBD by school administrator
Possession of pepper spray or mace	Suspension	1 Day

## LEVEL III – Offenses

Level III offenses are serious and disrupt the orderly educational process. Parents will be notified and requested to come for a conference with the administrator in each instance of Level III misbehavior.

VIOLATION CODE – VIOLATION/OFFENSE	CONSEQUENCES* (DISPOSITION)	DURATION
Persistent Level II Offenses	Suspension Behavior Contract and Parent Conference	2 Days
Mutual Combat (Fighting)	Suspension	2 Days
Gambling	Saturday School	1 Day
Misdemeanor – Stealing/Theft of property, including computers and relating equipment, in an under 4750. This can include use of another student’s identification or identification number access services such as the school –lunch program	Suspension Pending Possible Expulsion	3 Days
Persistent disruptive behavior on a school bus	Loss of Privileges	3 Weeks
Display of disrespect towards school personnel or campus visitor	Suspension	2 Days
Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel	Suspension	1 Day
Changing or falsifying school records of documents or signing a parent, teacher, or administrators name on school documents	Parent Conference Saturday School	1 Day
Engaging in threats or other acts of intimidation that interfere with another students desire or willingness to participate in the educational process	Suspension	2 Days
Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person because of that person’s race, color, religion, national origin, disability, physical/personal appearance, sexual orientation, and gender identity and/or gender expression	Parent Conference Suspension	2 Days
Bullying, as defined in this code	Behavior Contract, Suspension	2 Days
Cyberbullying, as defined by this code.	Behavior Contract Suspension	2 Days
Participation in activities by groups such as gangs and cults	Suspension Pending Possible Expulsion	3 Days

Possession of laser pens or laser pointers	Suspension	1 Day
Possession of live ammunition or bullets	Suspension Pending Possible Expulsion	3 Days
Misdemeanor criminal mischief (i.e. vandalism) resulting in destruction or defacing of any property including computers and related equipment, in amount greater than \$20 but less than \$1500	Community Service Afterschool Restitution	4 Hours
Any violation of SWS Acceptable Use Policy related to the use of SWS information technology resources	Loss of Computer Privileges	Time Determined by School Administrator
Possession or use of any prescription or non-prescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School	Suspension Pending Possible Expulsion	3 Days
Smoking, using, or possessing tobacco, tobacco products, smokeless cigarettes, e-cigarettes, any other nicotine delivery device, or any substance for consumption containing nicotine	Suspension Pending Possible Expulsion	3 Days

## **Level IV Offenses**

### **Three Day Suspension Mandatory Expulsion From School**

Expulsion offenses may also be illegal and seriously disrupt the orderly educational process. In each case of illegal behavior, referral will be made to the police department.

**Refer to the Southwest Schools' Student Code of Conduct**