

South Texas Academy for Medical Professions

Student-Parent Handbook  
2016-2017



## ACKNOWLEDGMENT

*Student Code of Conduct and Student-Parent Handbook  
Electronic Distribution Acknowledgment*

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Dr. Marla M. Guerra, Superintendent of Schools

We acknowledge that we have been offered the option to receive a paper copy of the South Texas Independent School District Student Code of Conduct and Student-Parent Handbook for the 2015–2016 school year or to electronically access it on the district's Web site at [www.stisd.net](http://www.stisd.net). We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

- Receive a paper copy of the Student Code of Conduct.
- Accept responsibility for accessing the Student Code of Conduct on the district's Web site.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

**Please sign this page, remove it, and return it to the student's school.**

**Thank you.**

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Print name of parent: \_\_\_\_\_

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Grade level: \_\_\_\_\_

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**Thank you.**

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**STISD ADMINISTRATION**

SUPERINTENDENT  
Dr. Marla M. Guerra

DEPUTY SUPERINTENDENT  
Mr. Jeff Hembree

ASSISTANT SUPERINTENDENT FOR FINANCE  
Mrs. Marla Knaub

ADMINISTRATOR FOR SUPPORT SERVICES  
Mr. Juan Villarreal

ADDRESS: South Texas Independent School District  
100 Med High Drive  
Mercedes, Texas 78570  
Phone: (956) 565-2454 or 1-800-217-8839  
Fax: (956) 565-4639

**MED ACADEMY ADMINISTRATION**

CAMPUS ADMINISTRATORS  
Mr. Harry Goette, Principal  
Mr. William McKinney, Assistant Principal  
Mr. Jose Lucio, Assistant Principal

PRINCIPAL'S SECRETARY  
Mrs. Flor Garcia

SPECIAL SERVICES SUPERVISOR  
Mrs. Josie Garcia

SCHOOL COUNSELORS  
Mrs. Rosemary Kithcart  
Mrs. Yolanda Garcia  
Mrs. Mayela Solana

COUNSELOR'S SECRETARY  
Mrs. Dina Romo

SCHOOL NURSE  
Mr. Dennis Bates

SCHOOL LIBRARIAN  
Mrs. Denene Fultz

ATTENDANCE / PEIMS CLERK

Mrs. Claudia Montemayor

BOOKEEPING/PURCHASING

Mrs. Agueda Vallejo

RECEPTIONIST/SECRETARY

Mrs. Diana Vasquez

CAFETERIA SUPERVISOR

Mr. Ray Coody

SUPERVISOR OF TRANSPORTATION / CUSTODIANS

Mr. Rolando Garcia

ADDRESS: South Texas Academy for Medical Professions  
10650 North Expressway 77/83  
Olmite, TX 78575  
Phone: (956) 214-7722 or 1-800-784-7722  
Fax: (956) 214-8046

## **DISCLAIMER**

This handbook is not to be considered the final authority. In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office (or on-line at <http://www.stisd.net>).



## **MEDICAL ACADEMY MISSION STATEMENT**

Our mission is to educate future medical professionals in the health sciences through the integration of a rigorous academic, medical and technological education.

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT**

**Administrative Procedures /Annual Notice of Confidentiality Rights**

TO: Parents of Students and Adult Students  
Individuals Residing in the South Texas  
Independent School District

FROM: Dr. Marla M. Guerra, Superintendent of Schools

SUBJECT: Annual Notice of Confidentiality Rights

The South Texas Independent School District maintains confidential information on students enrolled in school. Much of this information is maintained for a period of seven (7) years from date to last use.

Each parent and adult student has a right to file a complaint and to be granted a hearing on issues related to the content of confidential items or to the procedures for safeguarding such information.

If a parent or adult student wants to file a complaint or ask for a hearing on matters related to confidentiality, contact any of the records custodians listed or the Office of the Superintendent of Schools.

Parents and adult students have a right to review the complete policies and procedures for handling of confidential information. Copies of these policies and procedures are located in the campus office for each of the schools in the district. Copies are also located at the Special Education Office and Office of the Superintendent of Schools.

## **SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT**

### **Procedimientos Administrativos Aviso Annual de Derechos Confidenciales**

A: Padres de Alumnos Y Estudiantes,  
Adultos, Individuos Residentes  
del Distrito Escolar de South Texas

De: Dr. Marla M. Guerra, Superintendente de Escuelas

Sujeto: Notificación Annual De Derechos Confidenciales

El distrito de South Texas (STISD) de los estudiantes matriculados en nuestra escuelas. La mayor parte de esta información es mantenida por un periodo de siete años desde la fecha en que fue utilizado por ultima vez.

Incluido esta una lista de tipos de información confidencial mantenido por el distrito, el lugar en que se mantiene la persona encargada y su número de teléfono.

Todos los padres y estudiantes adultos tienen el derecho de presentar una queja, y tendrán la oportunidad de presentar una queja en relación con el contenido de esta información confidencial o procedimientos para asegurar la protección de esta información.

Si un padre o estudiante adulto quiere presentar una queja o solicitar información relacionada a esta información confidencial, pongase en contacto con las personas encargadas de esta información confidencial o la oficina del superintendente de escuelas.

Padres y alumnos adultos tienen el derecho de examinar todas las tácticas referentes a esta información confidencial. Copias de tácticas y procedimientos están situadas en las oficinas administrativas de todas las escuelas del distrito. Copias están mantenidas también en la oficina de educación especial y oficina del superintendente de escuelas.

## **SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT**

### **NON-DISCRIMINATORY NOTICE**

South Texas ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator for concerns regarding sex discrimination:
- Section 504 Coordinator for concerns regarding disability discrimination:

Es el reglamento de South Texas I.S.D. a someterse a las provisiones de nodiscriminación todas las leyes estatales y federales. South Texas I.S.D. admite alumnus sin importar raza, religión, color, sexo, origen nacional, incapacidad o limitación en la maestría del idioma inglés.

Dr. Marla M. Guerra has been designated to coordinate compliance with these requirements:

Address: Dr. Marla M. Guerra, Superintendent  
South Texas Independent School District  
100 Med High Drive  
Mercedes, Texas 78570  
(956) 565-2454

## WELCOME

The faculty and staff of the South Texas Academy for Medical Professions welcome you to our school. We are looking for outstanding young men and women to help us reach our goal of building a new medical high school in the lower Rio Grande Valley. Medical Academy allows you to apply your academic and medical skills to real world settings. You will have an opportunity to explore the broad field of medicine to help you make career decisions. The program is presented in a four-year sequence that will focus on skills similar to what you will be doing when you go to work in the medical professions. Our curriculum goal is to prepare future health professionals, graduates who are capable of initiating and managing new technologies.

The South Texas Academy for Medical Professions Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Medical Academy Student Code of Conduct, which sets out the consequences for inappropriate behavior, as required by state law, and is intended to promote school safety and an atmosphere for learning. This document is distributed to all students and is available via online at [medicalacademy.stisd.net](http://medicalacademy.stisd.net).

The Student Handbook is designed to be in harmony with policies and the Student Code of Conduct adopted by the Board of Trustees. Please be aware that the document is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. Please contact the school if you should have any questions or concerns. We may be reached by calling (956) 214-6100 or (800) 784-7722.

Sincerely,

Harry Goette, Principal

# **South Texas Academy for Medical Professions**

## **Bell Schedule**

<b>1<sup>st</sup> Period</b>	<b>8:30 a.m. – 10:00 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>10:05 a.m. – 11:35 a.m.</b>
<b>Lunch</b>	<b>11:35 a.m. – 12:25 p.m.</b>
<b>3<sup>rd</sup> Period</b>	<b>12:30 p.m. – 2:00 p.m.</b>
<b>4<sup>th</sup> Period</b>	<b>2:05 p.m. – 3:35 p.m.</b>
<b>Academic Mentoring</b>	<b>3:40 p.m. – 4:05 p.m.</b>



## **Closed Campus**

The South Texas Academy for Medical Professions is a closed campus. No student will leave the school during school hours without approval from the principal. School hours begin when a student arrives on campus in the morning and ends when they leave campus in the afternoon. For example, a student may not leave campus at 4:15 pm and return for an extracurricular activity at 5:00 pm unless a parent accompanies them. No exceptions. Students missing class without checking out through the office may not re-enter school unless accompanied by a parent. No student will be permitted to sign out, unless there has been a request made by his/her parent/guardian prior to the sign-out time.

## **Home and School Communication**

Good communication between home and school regarding a child's education is more than a "plus." It is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, and student work for parents to review and sign. It continues into interaction: messages and phone calls from teachers and school open houses or back-to-school nights.

Communication might also include requests for conferences initiated by the school or the parent to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office telephone numbers listed in the "welcome" message at the beginning of this handbook for an appointment. Generally, a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

## **Grade/Homework/Student Evaluation Procedures**

Each teacher is required to submit in writing a Course Syllabus for each course taught to the campus principal. The Course Syllabus will be issued to each student at the beginning of each semester. The Syllabus will contain the following elements:

A brief statement of the purpose of the course and its intended importance to the student.

A brief overview of major goals and objectives of the course.

The teacher's name, work telephone number and conference hour.

An overview of the projects to be assigned during the course.

Grading procedures, including weights, for projects to be assigned.

Homework procedures.

## **Medical Information**

### **Bacterial Meningitis**

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information:

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **Communicable Diseases**

### **South Texas ISD and South Texas Academy for Medical Professions takes and encourages precautionary measures against communicable diseases.**

Although there have been no cases of Ebola or Enterovirus 68 in or near the Lower Rio Grande Valley at this time, we are working to stay abreast of the situations within our state and nation, and are taking precautions to ensure the safety of our students, staff and families against these diseases and others.

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease may be alerted. Convalescing students are not allowed to come to school until the disease is no longer contagious.

These diseases include:

Policy ( FIDD)

Impetigo, ringworm of the scalp, pinkeye, scabies, pediculosis (lice), common cold with fever, poliomyelitis, salmonellas tuberculosis, streptococcal, smallpox, chicken pox, whooping cough, meningitis, measles (rubeola), German measles (rubella), scarlet fever, diphtheria, mumps, typhoid fever, typhus, amebiasis, campylobacteriosis, Erythema infectiosum, gastroenteritis viral, giardiasis, viral hepatitis, infectious mononucleosis, influenza, and shigellosis.

## **Emergency Medical Treatment**

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information at (956) 214-6100 or (800) 784-7722. The District is not responsible for medical costs associated with a student's injury.

## **Immunization**

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.

Required immunizations are: diphtheria/tetanus, polio, measles (rubella), mumps, and *Haemophilus influenzae*. The school nurse can provide information on required doses of the vaccines or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation. Students who do not have an updated immunization file before the school year begins will not be allowed to attend school.

Policy (FFAB)

If a student cannot be immunized for medical reasons, the student or parent must present a certificate, signed by a U.S. licensed physician, which states that in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

If a student's religious beliefs conflict with the requirements that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) which states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

### **Medicine at School**

A student taking a prescription or non-prescription medicine during the school day must bring a written request from his/her parent together with the medicine, in its original properly labeled bottle, to the school nurse. The nurse will either give the medication at the proper time(s) or give the student permission to take the medicine as directed. Over the counter medicines will not be supplied by the school.

### **Steroids**

Parents and students should be aware that state law prohibits student's form possessing, dispensing, delivering, or administering and anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

## **Parent Consent for Certain Activities**

Section 26.009

District is required to obtain a written parental consent to conduct a psychological examination, test, or treatment unless it is required in relation to child-abuse investigations.

District is required to obtain a written parental consent to videotape or audiotape a child except for the following reasons:

Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses.

A purpose related to a co-curricular or extracurricular activity, or

A purpose related to regular classroom instruction.

## **Parental Involvement and Responsibilities**

Education succeeds best when there is strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

Review the Student Handbook with your child prior to signing and return to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.

Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.

Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.

Attend Board meetings to learn more about ongoing operations of the District.

Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.

Review your child's school records when needed. Monitor your child's progress and contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues. Follow up on a matter not resolved administratively by presenting it to the Board of review according to policy.

Become a school volunteer. For further information, contact the school principal, Harry Goette at (956) 214-6100 or 1-800-784-7722.

Participate in campus parent activities and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

### **Report Cards and Progress Reports**

Written reports of students' grades and absences shall be issued to parents at least once every three (3) weeks. If a student receives a grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with the teacher.

**Incomplete work/grade:** A student who is absent is responsible for making special arrangements with individual teachers to make up missed and incomplete work in a timely manner.

**Progress Reports:** Reports with student's grades in each class are issued to parents every three weeks. If the student receives a grade lower than 70 in any class or subject during a grading period, parents are encouraged to schedule a conference with the teacher of that class. The following grading scale will be used:

90-100 = A  
80-89 = B  
75-79 = C  
70-74 = D  
69 and below = F - Failing

**Examinations:** Students in all classes will be required to take semester and final examinations according to the policy established by the Texas Education Agency.

**Tutorials:** Tutorials are required for a student who receives a grade below 70 in a class or subject. Tutorial services are provided on a daily basis. After school tutorial is provided on Tuesdays, Wednesdays and Thursdays from 4:15 to 5:15 p.m. and transportation is provided.

The students must also demonstrate mastery of the essential knowledge skills in each course in which they are enrolled. The teachers can provide each student with a copy of the Texas Essential Knowledge Skills for each course.

### **Retention and Promotion**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course. To earn credit in a course, a student must receive a minimum grade of 70 based on course-level standards.

### **Student Complaints**

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to an alternative educational program, expulsion, or prior review of non-school materials intended for the distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or to obtain further information, see the Medical Academy principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the principal.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should contact the principal.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within 10 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 10 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees in accordance with Board policy (FNG Local).

### **Student Records**

As students earn hours toward the completion of this graduation requirement, the hours are to be recorded on the student transcript. Students will be required to complete a Student Community Service form available in the Counseling Center. The form must be completed by the student and by the adult responsible for the approved course or activity. Policy (FG LOCAL)-X

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. Students who are 18 years of age or older have access to their records. A parent whose rights have been legally terminated may be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If

circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records.

"School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, cooperatives of which the district is a member or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants who are:

1. Working with the student;
2. Considering student's disciplinary, or academic actions; the student's case, or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district will forward a student's records without prior consent to the school in which he/she seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent the release of his/her records transfers to the student.

The parent's or student's right of access to, and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has 30 days to exercise the right to place in the student's record a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Policy (FNG LEGAL and LOCAL).

Parents or the student have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records. Copies of the student records are available at a cost of \$.25 per page, payable in advance.

Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;

3. Or if the parent fails to follow proper procedures and pay the copying charge, or
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Students needing a transcript should go to the Counseling Department web page on the Medical Academy website, [medicalacademy.stisd.net](http://medicalacademy.stisd.net), click on the “**Request a Transcript**” link and follow the steps to submit a request for a transcript. Please keep in mind that if you are leaving to another district the receiving district will need to TREX a request before the transcript is sent. TEC 7.010 Requires student record and transcripts be sent electronically within 10 school days.

Students are allowed to request two official and/or unofficial transcripts per school year at our standard copy charge of \$0.50. Requests exceeding this amount will be charged as follows:

Official Transcript	\$ 2.50
Unofficial Transcript	\$ 1.50

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, grade level, and student’s e-mail address.

### **Withdrawals**

When a student withdraws from school, he/she should be accompanied by a parent or present a note signed by his parents or guardians stating the reason for withdrawal. The student will be given a Withdrawal Form, which will need to be signed by all his teachers, librarian, counselor, parent and principal.

### **Testing**

The tests given at the South Texas Academy for Medical Professions will include the following:

Preliminary Scholastic Aptitude Test (PSAT) – voluntary for 11<sup>th</sup> Grade students

State of Texas Assessments of Academic Readiness (STAAR) for Grades 9-11 will be administered December 2-13 (retest for all subjects), March 31 (English 1), April 1 (English 2), April 4 (English 1 and 2 makeups), and May 5-9 (Algebra 1, Biology, and U.S. History).

Advanced Placement Exams are administered in first two weeks of May according to the schedule established by the College Board. A fee is charged for these tests.

The Scholastic Aptitude Tests (SAT) and American College Tests (ACT) applications for all testing dates are available in the Counseling Center. Study guides for each test are provided at no charge.



## **Advanced Placement Courses**

Advanced Placement courses are offered in most subject areas (see four-year course sequence on page 27). AP courses involve:

1. A differentiated curriculum that includes a wider range and greater depth of subject matter than that of the regular course.
2. An emphasis on higher level and critical thinking skills that make provisions for creative, productive thinking.
3. Instructional strategies that accommodate the learning styles of the students involved.
4. Independent and guided research.
5. Preparation for taking the advanced placement examinations from The College Board.

Students must complete the entire pre-advanced course before being awarded Pre-AP weighting (1.05) for ranking purposes. Students must sit for the advanced placement exam in the AP class in which they are enrolled in order to receive AP weighting (1.10) for ranking purposes.

## **Awards and Honors**

An Annual Awards Assembly will be held to recognize students in the following areas:

### **Honor Roll**

The “A” and “A/B” honor roll will be computed every nine weeks. Students maintaining honor status in all their course work through the third nine weeks will be recognized at the annual awards assembly.

### **Course Awards**

One student per course will be selected by teachers and recognized at the annual awards assembly. Student selection will be based on academic achievement, class participation, contribution, and attitude.

### **Letterman Jackets**

Letterman jackets will be awarded according to the following criteria:

#### **National Technical Honor Society (NTHS)**

Based on completing four consecutive semesters (2 yrs.) of active membership without any periods of suspension.

#### **HOSA State Team**

Based on advancing to and competing at the state level competition.

#### **HOSA Officers**

Based on election to and service as officer at the Area, State, or National levels.

**Yearbook Staff**

Based on completion of (4) semesters as yearbook staff member.

**National Honor Society**

Based on three years of active membership and be in good standing.

**National Art Honor Society**

Based on four semesters of active service with at least one year of officer service and be in good standing.

**National Spanish Honor Society**

Based on three years of active membership and be in good standing.

**Student Council**

Based on participation in Student Council for at least three years. During one of those years, the student must have served as an officer.

**Pan American Student Forum (PASF)**

Based on two years active membership in good standing and earning 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place award at state conference.

**UIL**

Based on advancing beyond the district level and earning 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place.

**FCCLA**

Based on advancing beyond the district level and earning 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place.

**P.E. Club**

Based on completing two years of active membership in good standing without any periods of suspension.

Students who have already received letterman jackets will be awarded club patches.

**Computer Resources**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher’s supervision and for approved instructional purposes only. Students and parents may be asked to sign a student agreement regarding appropriate use of these resources: violations of this agreement may prompt termination of privileges.

**South Texas ISD-CQ (L) Electronic Communication and Data Management**

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT Policy (LOCAL CQ)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

**AVAILABILITY OF ACCESS**

Access to the District’s electronic communication system, including the Internet shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with

administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

#### USE BY MEMBERS OF THE PUBLIC

Access to the District's electronic communications system, including the Internet shall be made available to members of the public, in accordance with Administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

#### ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and Mission of the District and with law and policy. Access to the District's electronic communications systems is a privilege, not a right. All users shall acknowledge receipt and understanding of all administrative regulations governing use of the system and the monitoring of their use and shall comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct]. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

#### INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control student's access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

#### FILTERING

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent shall appoint a committee to select, implement, and maintain appropriate technology for filtering Internet sites. An administrator, principal, supervisor, or other authorized person shall consider and act upon requests from users who wish to use a blocked site for bona fide research or other lawful purposes.

The committee shall review appeals of decisions and make a recommendation to the Superintendent regarding approval or disapproval of disabling the filter for the requested use.

#### MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

#### INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system. As agents of the District, employees shall have limited rights to work they create using the District's electronic communications systems. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

#### DISCLAIMER OF LIABILITY

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, user's mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. Policy (LDU-02-CQ (L)-X

### **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counseling department.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Correspondence Course(s)**

The Superintendent or designee shall establish and publish in the student handbook guidelines governing the use of correspondence courses as a means of earning graduation credit. Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation.

All high school students shall be eligible to take correspondence courses and earn credit toward graduation.

Students may earn a maximum of two state-required credits through correspondence courses and may be enrolled in only one correspondence course at a time.

The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances.  
Policy (EEJC Local)

## **Counseling**

### **Academic Counseling**

You and your parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 11 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for your future, including attendance at a college, university, or training school or pursuing some other type of advanced education, you should work closely with the counselor so that you take the high school courses that best prepare you. The counselor can also provide information about entrance examinations and deadlines for applications, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselors are available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse issues. The counselors may also make available information about community resources to address these concerns. If you wish to meet with the counselor, you should make an appointment through the counselor's secretary.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining your parent's written consent, unless required by state or federal law for special education purposes.

**SOUTH TEXAS ACADEMY FOR MEDICAL PROFESSIONS**  
**FOUR-YEAR COURSE SEQUENCE 2016-2017**

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English I Pre-AP	English II Pre-AP	English III AP	English IV AP
Algebra I Pre-AP or Geometry Pre-AP	Geometry Pre-AP or Algebra II Pre-AP	Algebra II Pre-AP or Pre-Calculus Pre-AP	Pre-Calculus Pre-AP or Calculus AB
Biology Pre-AP	Chemistry Pre-AP	Physics Pre-AP	Biology AP
		Biology AP Chemistry AP or Environmental Science AP	Chemistry AP or Environmental Science AP or Physics AP
World Geography Pre-AP	World History AP	U. S. History AP	U.S. Government AP (semester course) Economics AP (semester course)
Spanish I Pre-AP or Spanish II Pre-AP	Spanish II Pre-AP or Spanish Lang. AP		Spanish Lang. AP or Spanish Lit. AP
Speech (semester course) Foundations of Personal Fitness (semester course)	Art I Pre-AP	Individual Sports (semester course)  SAT/ACT Prep (semester course)	Elective Statistics AP or Additional Science AP or Additional Spanish AP or Computer Science AP or Additional Art AP or Team Sports or An approved Independent Study Course (semester course)
Computer Science Pre-AP			
Health Professional Skills	Pathophysiology  Anatomy and Physiology	Practicum in Health Science I Forensic Investigations Trauma Management Clinical Laboratory Patient Care (2 credit course)	Practicum in Health Science II Phlebotomy Medical Assisting Emergency Medical Science Forensic Investigations Ophthalmology (2 credit course)

English, Math, Science, and Social Studies classes are required each of the four years. Advanced Placement classes are available in Art, Biology, Calculus, Computer Science, Chemistry, Economics, English, Spanish, Statistics, U.S. Government, U.S. History, and World History. Dual enrollment courses are available in Biology, English, and US History.

## **Credit by Examination**

### **With Prior Instruction**

A student who has received prior instruction in a course or subject-but failed the course or subject with a grade of no less than 60-may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

### **Without Prior Instruction**

The District will give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 80 percent or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript. (EEJB Local)

Please see the counseling department for scheduled credit by examination dates.

## **Dropping and Adding Courses**

Students may drop and/or add a course only with the counselor's recommendation and principal's approval.

## **Grade Classification**

After the 9<sup>th</sup> grade, students are classified according to the number of units earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
7	10 (Sophomore)
13	11 (Junior)
20	12 (Senior)
28	Graduate

## **Graduation**

Commencement exercises will be scheduled on a date that minimizes interference with other districts' graduation activities.

### **Graduation Requirements**

In order to graduate from the district's high school, students must (1) earn 28 credits, (2) follow our district four-year course sequence (see page 27), (3) successfully complete the coursework required by the state of Texas, and (4) pass the required State of Texas Assessment of Academic Readiness (STAAR) exams. Please see the Counseling Department for related information.

### **Special Needs Students**

Special needs students may be permitted to graduate under the Individual Education Plan (IEP) and with the consent of the ARD committee and their parents.

## **Special Programs**

The District provides special programs for special needs, gifted and talented, English Second Language (ESL), and dyslexic students. Students or parents with questions about these programs should contact a counselor. The coordinator of each program can answer questions about eligibility requirements, programs and services offered in the District or by other organizations. For questions regarding the referral process for students and the dyslexia program, contact Mr. Harry Goette, Principal. South Texas ISD has a dyslexia program. The purpose of the dyslexia program is to seek, identify, and serve students who have the need for dyslexia services. Please contact the counselor, principal or other administrative staff for further information.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Josie Garcia at 956-214-6100.

## **Student Volunteer Policy**

All District students who perform a minimum of 75 hours of approved public service shall be recognized at the graduation ceremony from a District program of study. A student who meets the service requirements shall receive recognition with a red cord. In addition, a special seal will be placed on the student's diploma indicating meritorious recognition for volunteer service to the community.

Community service learning is an unpaid activity in an approved community service agency that provides service to an individual or group to address a community need. The activity must be developmentally appropriate and a part of an approved experience deemed relevant to the theme of the magnet school program.

By participating in community service, a student will have opportunities to develop in the following ways:

- Knowledge and respect for citizenship and community;
- Knowledge of community problems & community resources;
- Responsibility & creative problem-solving skills related to community problems;



- Exploration of career opportunities;
- Self-esteem and how appreciation & service influence self-esteem;
- Sensitivity to others;
- Pride in the local the community.

During the recruitment and articulation process to high school, school personnel will explain the community service requirements to students and parents.

Students may begin to earn student service credit toward this graduation requirement only upon submission of a proposed community service experience to the principal. Hours may be accumulated through the following:

- Curriculum-approved course with student service as part of the essential element of the course:
- Co-curricular and approved school activity, identified as not part of the school curriculum, but school-sanctioned as a co-curricular activity;
- Community Service Activity- a written proposal of a learning activity, written by a student or staff member, and presented prior to the service activity to the school principal for approval.

### **Textbooks**

Textbooks are loaned to the student for use during the school year. Immediately after a student is issued a textbook, the student should write his/her full name and the teacher's name on the inside of the front cover. These books must be cared for in the same careful manner that you would use for any borrowed property.

Books should not be marked or defaced in any way, and they must be covered at all times. The school reserves the right to deny a student the use of free textbooks if he/she fails to keep them covered or subject to unnecessary abuse. Should this privilege be denied to a student, the student will be expected to purchase textbooks for use in class. Lost books must be paid by the student prior to receiving a new book. In the event of financial hardship, books will be issued and a payment plan for the lost book will be set up. If the book should be found after it has been paid, the book must then be returned to your teacher. In order to receive a refund for your lost book, the following is required:

Cash receipt to show proof of payment and a note from the teacher verifying that your lost book has been turned in.

### **Accident Insurance/Safety**

At this time, the district does not offer accident insurance for students. Parents wanting to purchase accident insurance must do so through outside sources. The district shall not be responsible for the costs of treating injuries or assume liability for any other costs associated with an injury.

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented policies and committed resources. However, the District 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 other students at risk.

- Following the code of conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- 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, bus drivers, and other District employees who are overseeing the welfare of students.

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying of another student's homework, class work, test answers, etc. as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### **Animals/Pets on School Grounds**

Animals and/or pets are not permitted in the classroom except as part of a planned educational exercise. All animals/pets brought to the campus must meet county & local city codes for disease control. Students participating in animal/pet educational exercises must have their parents sign a release form stating that the school/district is not liable for death or injury to the animal/pet. The release form must be submitted to the teacher involved prior to the exercise.

### **Announcements**

Announcements will be read by the staff for the purpose of informing students and teachers about campus activities. The principal will review all requests for announcements. The principal must approve the use of the public address system.

### **Asbestos Management Plan**

AHERA Notification to Parents, Guardians and Employees

In accordance with 40 CFR 763 of the Asbestos Hazard Emergency Response Act (AHERA) Section 763.93 pertaining to the Asbestos-in-School Identification Rule, the South Texas Independent School District hereby notifies all concerned parties of the availability of the Asbestos Management Plan for the District.

The plan is available for review during regular office hours, Monday through Friday, (8:00 AM to 5:00 PM) in all school offices and in the Central Administration Office. Should any interested parties desire to view the plan, please contact the Principal, Assistant Principal or the school secretary at their respective Administration Office.

In 1996, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials, and to take appropriate actions to control the release of asbestos fibers. The results of the inspections and laboratory analysis of the samples have confirmed that the schools in the South Texas Independent School District are free of asbestos containing materials.

## **Assemblies**

The school will have assemblies throughout the school year that will be arranged and announced in advance to allow proper planning. All students and teachers are required to attend the assemblies. Students are required to conduct themselves in an orderly fashion during assemblies. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

## **Attendance**

Regular school attendance is essential for the student to make the most of his/her education to benefit from teacher-led activities, to build each day's learning on that of the previous day's and to grow as an individual.

The state compulsory attendance law requires that:

The compulsory school attendance laws, found in the Texas Education Code, Section 25.085, state that a student who is required to attend school will attend each school day for the entire period of the program of instruction. Unless some other statute specifically exempts the student from attendance, each child who is at least six years of age and who has not reached his/her 18<sup>th</sup> birthday will attend school. At the age of 18, both the individual student and the student's parents are freed of the requirements of compulsory attendance, unless the student turns 18 during the academic school year.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

Although a parent calls to report his/her child sick, the student must still present a written excuse signed by his/her parent.

If a student fails to present a signed note, the absence will be marked unexcused. The note should include the date, name of student and ID number.

Medical and dental appointments will be considered an excused absence if the student brings a note from the doctor verifying the visit. Students are expected to schedule these appointments so that they do not interfere with classes.

If a note has not been secured or arrangements made, the student will be issued an unexcused slip for the absence(s) incurred. The student has three (3) days from the time of the absence(s) to change the status from "unexcused" to "excused" upon receipt of a note from a parent. If a note has not been secured during these (3 days), the absence(s) will remain "unexcused" for the semester. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

Students will be allowed to make up work missed due to "unexcused" absences. Students shall receive credit for satisfactory makeup work; however, except for make-up work after an excused absence, work turned in after the due dates shall have a grade reduction determined by the teacher for each day the work is late. The student may be given an extension for a valid reason provided the request is made to the teacher concerned during the time the make-up period is in effect. It is the responsibility of the student to go to the teacher involved and request make-up assignment (s).  
Policy (EIA Local)-W

All absence permits/slips must be secured in the morning prior to the student's first period class. Students

will be considered tardy when the tardy bell rings and they are not present in class. Repeated instances of tardiness shall result in disciplinary action. Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

Students who must leave school during the day must bring a note from their parents and present it to the secretary in the attendance office. This must be done in the morning to give the secretary enough time to confirm the note. Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents and the attendance office.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances.

The Board has established the following as extenuating circumstances:

1. Board-approved extracurricular activities or public performance subject to limitations in FDD (Legal) preceding.
2. Required screening, diagnosis, and treatment for Medicaid- eligible students.
3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent.
5. Juvenile court proceeding documented by a probation officer.
6. Absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Approved college visitation (limit 3 days per year)

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance.

Policy (FDD Local)

### **Attendance Committee**

Each campus shall have an attendance committee to hear petitions for class credit by students who are in attendance less than 90% class days during a semester.

The Attendance Committee will determine alternative ways for a student to make up work or regain credit lost because of the absences. If the attendance committee denies a student credit for a class, the student may appeal the decision to the superintendent of schools and ultimately to the board. The decision of the board may be appealed by trial de novo in the district court of the county (Hidalgo) in which the school district's central administrative office is located.

## **Boy and Girl Relationships**

Many fine friendships develop during the high school years. Therefore, a public display of affection is not considered appropriate behavior for students, and will not be tolerated on campus.

## **Procedures for Reporting Allegations of Bullying**

### **South Texas ISD**

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district. Any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time.

More information about the district's bullying policy can be found at <http://pol.tasb.org/Policy/Code/263?filter=FFI> or the campus administration office.

## **Cafeteria**

The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. The application must be completed by each student and returned to the Principal at the beginning of the school year or during student registration. Information can be obtained from the Director of Food Services, Mr. Ray Coody at (956) 214-6100 or (800) 784-7722.

### **Cafeteria serving schedule:**

Breakfast: 8:00 a.m. - 8:25 a.m.

Lunch: 11:40 a.m.- 12:25 p.m.

Students are instructed to form a single file while waiting in the serving line. Food trays are not to be taken out of the cafeteria. Students are required to return empty trays and silverware to the proper area after each meal. They are expected to help keep the dining area as clean as possible at all times. There will be no yelling, whistling, or boisterous conduct in the cafeteria.

## **Care of Campus**

South Texas Academy for Medical Professions wishes to maintain an attractive and clean campus. Students are asked to keep our campus free of litter and to take pride in keeping our campus clean and attractive. Students are encouraged to use their lockers and to avoid placing books or personal belongings on the floor.

Students are also responsible for keeping their locker area clean and free of litter.

### **Class Officers**

Class Officers are elected for each grade level. All candidates must have and maintain an 80 average or better in their core courses. They must be passing all classes each semester. The class officers elected will be:

President  
Vice-President  
Secretary  
Treasurer  
Parliamentarian

### **Classroom Safety**

Students who participate in classroom exercises, which require safety equipment such as eye goggles, aprons, and/or gloves, must follow all safety procedures as instructed.

Misuse and/or accidents involving chemicals/substances must be reported to a school employee so as to prevent endangering of individuals.

### **Clubs and Student Organizations**

Each club will have on file with the principal a current mission statement and constitution.

**Book-a-Holics-** The Book-a-Holics Club is a club that meets about once a month during the school year to select books to read and discuss solely for the pleasure that reading brings us. Any student may join at any time of the year. The goal of the Book-a-Holics is to spread the love of reading across the Medical Academy campus and instill the value that reading brings to students. We want students to discover the magic of books and celebrate their transformative power with each other.

**FCCLA-**The Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family work and social issues through family and consumer sciences education.

**HOSA -** Health Occupations Students of America is a school organization composed of students interested in the allied health fields. The purpose of this organization is the education of its members in the medical community. South Texas Academy for Medical Professions offers HOSA membership to all of its students. Opportunities to participate at the local, area, state, and national levels of competition are encouraged.

**Library Club -** The Library Club is open to all students who have a desire to serve others within our school. Club members go through training to develop their organizational and research skills using library resources and share their skills and knowledge with others. Club members are generally avid readers who enjoy the library environment.

**National Honor Society -** Membership in the National Honor Society (NHS) is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected. Members of the National Junior Honor Society do not automatically become members of the National Honor Society.

SELECTION OF MEMBERS:

Selection for membership is by a majority vote of the Faculty Council appointed by the principal, and is based on outstanding scholarship, character, leadership, and service. Selection to NHS is privilege, not a right. Students do not apply for membership; instead, they provide information to be used to support their candidacy for membership.

To be eligible for induction:

Candidate must be a sophomore, junior, or senior.

Candidate must have been in attendance at the school the equivalent of one semester.

The selection of members shall be by a majority vote of the Faculty Council appointed by the principal.

Candidates must have a minimum cumulative scholastic average of 90 percent at the end of the fall semester of the current school year.

Candidates must complete the "Student Activity Information Form" and submit it by the specified date.

Candidates shall be evaluated on the basis of their character, service, and leadership. Faculty input will be obtained, however, the actual selections are made by the Faculty Council. The Faculty Council may wish to interview the candidates.

While academic criterion is important and should be considered first, membership is not considered on the basis of grades alone. Once inducted, attendance, service, leadership and character will be reviewed yearly to maintain membership.

Attendance: Attend all meeting and activities sponsored by the NHS.

Service: Members will be required to complete 15 hours of service per semester.

Leadership: Successfully holds positions of responsibility, conducting business effectively and efficiently and demonstrates reliability and dependability.

Character: Faculty and staff will be asked to submit written comments by a specified date. Members will maintain the high level of honesty and integrity expected of an NHS member. They will exhibit honesty in all academic activities. Members who do not maintain high levels of academic honesty (e.g. cheating, plagiarism, ect.) and outstanding character will not maintain their standing as a member of NHS.

**National Spanish Honor Society**- La Sociedad Honoraria Hispánica - In 2009, Med Tech began the "*José Guadalupe Posada Chapter*" of the National Spanish Honor Society. The purpose of the National Spanish Honor Society is to recognize high achievement in Spanish and to promote the continuity of interest in the study of Spanish language, literature, and civilization. The Society is classified as a National Honor Society and is sponsored by the American Association of Teachers of Spanish and Portuguese.

To be eligible for the Society, students must meet all of the following criteria:

- Student must have completed two Spanish classes.

- Student must be at least a sophomore.
- Transfer students must have spent one full semester in the program before eligibility.
- Student must have 96 - average in all Spanish classes.

Candidates must complete an application form and submit it by the specified date.

Faculty input will be obtained. The actual selections are made by the Faculty council.

Faculty Council may wish to interview the candidates.

**National Art Honor Society (NAHS)** – In 1978, The National Art Education Association began the National Art Honor Society program specifically for high school student’s grades 10-12, for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. The NAHS strives to aide members in working toward the attainment of the highest standard in art areas, and to bring art education to the attention of the school and the community. Selection for membership requires that students have a minimum of one semester in art and maintain an 85 average. A membership fee is required for each student member.

**National Technical Honor Society (NTHS)** - Membership in NTHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

Selection- Students must apply for membership in NTHS. Membership is granted only to those students who meet the selection criteria and have passed the approval of the faculty of the school. Membership is open to qualifying sophomores, juniors, and seniors who have attended the school for at least one year. Assessment for determining membership in NTHS is based on the cumulative scholastic average and participation in HOSA. If a student falls below the 86 average, or fails to meet the requirements of HOSA participation, he/she is given one semester of probation to correct the deficiency. Once the student is dismissed from the NTHS, he/she cannot be reinstated.

Applicants must:

- Have a cumulative grade average of 86 or higher in academic and vocational classes.
- Be a member of a HOSA Chapter.
- Pass the character and leadership review by faculty.

**Pan American Student Forum (PASF)** - The Pan American Student Forum is a youth organization, which began in 1927 as a national organization and became statewide in 1943. Its purpose is to offer students and teachers a better opportunity to learn more about all of the Americas, and to foster cordial relations among the people of the Americas. The objectives of the Forum are to encourage a respect for all nationalities in the Americas through an understanding of them based on a more thorough knowledge and appreciation of the peoples of the Western Hemisphere; to encourage the learning of Spanish as a medium of communication; and to serve as an example of what can be accomplished by individuals of different ancestry working together.

**Physical Education Club** - The objective is to promote and provide safe, enjoyable environment for-life long physical activity among adolescents and adults, through instructional programs, recreation, services and community involvement. Membership shall be based upon character, interest in health related-behavior and leadership.

**Medical Academy Spirit Club!** ☺ We are a council of students who model a sense of school spirit and pride in being a part of the Medical Academy Family. We meet regularly to plan service projects on our campus that promote enthusiasm and joy for our student body. We inspire a sense of wonder, learning, and



appreciation of the world in which we live—including the microcosm that is our campus.

**Student Council** - Each grade level will have elected representatives and one non-voting alternate on the Student Council. All representatives of the Student Council must have and maintain a 75 average or above. Each representative must be of good character and attendance that have been verified by at least two faculty members, two administrators or a combination of both. A candidate for Student Council Representative shall obtain and register a petition with the council sponsor during the appointed time period. An election will be held to select the representatives and alternates. Voting will be by secret ballot. The following student council executive officers will be selected from the elected representatives:

President	Secretary	Treasurer
Vice-President	Parliamentarian	

**Yearbook** - The yearbook staff assembles the campus yearbook. The activities are taking digital pictures, down-loading photos, creating layouts, and writing copy on the Yearbook web-site.

### **Club Meeting Time**

Club Meetings are to be held on designated days only. Meetings must be held in a responsible manner under the direction of one or more sponsors. Through the use of an agenda and proper planning, meaningful activities will be achieved at each meeting. Every meeting is to be held within the allotted time frame. Early dismissal from meetings is discouraged.

### **Extracurricular Activities, Clubs, and Organizations**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. While the University Interscholastic League, a statewide association of participating districts, governs many with state laws, as well, UIL rules govern the activities eligibility for participation in many of the following activities:

1. During the initial six-week period of the school year, students shall have been promoted into the next grade level or shall have accumulated the required number of units toward graduation.
2. Grades- A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an AP class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extra-curricular activities for three weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has:
  - (a.) Earned a passing grade (70 or above) in all academic classes, other than those that are AP, and
  - (b.) Completed the three weeks of ineligibility. The principal shall determine whether or not students shall be suspended from practice and participation in extracurricular activities when they receive failing grades in AP courses. Policy (FMCL).
3. Absences-A student is allowed up to ten absences from a class during the school year for extracurricular activities or performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.

University Interscholastic League (UIL) activities come under this provision, as do all campus clubs and

student organizations.

### **Fund Raising**

Occasionally, student clubs, classes, organizations and parent groups will be permitted to conduct two fund-raising drives per school year. An application for permission must be made to the principal at least ten (10) days before the event.

### **Meeting of Non-curriculum-Related Groups**

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal. These groups must comply with the requirements found in policy FNA. Parents/guardians of students participating in noncurriculum-related groups will receive notification of their children's selected student activities. A list of these groups is available in the principal's office.

## **Conduct**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Medical Academy will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the Medical Academy community.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct before or after school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

### **Conduct Parties and Social Events**

Good conduct and proper grooming shall be observed at school social events held outside the regular school day. Guests, when allowed to attend, will be expected to observe the same rules as students attending the event and the person inviting the guest will share responsibility for the guest's conduct.

Students attending a party or social event may be asked to sign out when leaving before the end of the party/dance; anyone leaving before the official end of the party/dance will not be readmitted.

## **Disruptions**

The district will prosecute any person who disrupts regular school activities. In addition, any student inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walkout, blocking of entrances, etc., shall be subject to disciplinary action.

Violators will be subject to disciplinary action. The district prohibits pictures, emblems, or writings on

clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Policy FNCF. Any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption or interference with normal school operations is also prohibited.

The students and parents may determine the student's personal dress and grooming standards, provided that the student's dress and grooming: Policy (FNCACL)

1. Shall not lead school officials reasonably to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

### **Distribution of Material**

School publications distributed to students include our campus newspaper and yearbook. All school publications are under the supervision of the teacher, sponsor, and principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or non-student will have a reasonable period of time to present his or her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

### **District's Jurisdiction**

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on school grounds, and attendance at any school related activity, regardless of time or location.

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary consequences.

Please refer to the Medical Academy Student Code of Conduct for additional information on discipline. Students who violate the code of student conduct may be subject to disciplinary action.

### **Dress and Grooming**

The District's dress code is established to reinforce grooming and hygiene, instills discipline, promote a disruption-free educational environment, avoid safety hazards, and teach respect for authority. Students are expected to adhere to the following standards of dress and grooming:

Students shall come to school well - groomed and appropriately - dressed.

(Note: Examples of inappropriate dress would include: backless or semi-backless blouses, see-through apparel, mesh stockings/blouses/shirts, low-cut blouses, pajamas, pajama slippers, jeans worn at a level between the knees and waist, jeans with cutoff waistbands, leather jewelry and other accessories with metallic studs, blouses with one shoulder only, blouses with straps less than three

fingers in width, excessively tight clothing, gang or cult-related clothing, rainbow—or related hues-colored hair, absence of foundation garments, etc. This list is not meant to be all inclusive.) Caps may be worn in the halls. Each teacher has the right to have students remove their caps in his/her classroom. No curling irons are allowed on campus.

Female students are not allowed to wear short blouses that will reveal the waistline area. Male students should not wear sleeveless shirts.

All students are required to wear appropriate footwear while on school premises. (Note: Due to safety reasons in laboratory situations, students are discouraged from wearing sandals to school.)

Apparel of any kind having obscene slogans, endorsements of any alcoholic beverages or tobacco products, emblems, or writing that is deemed inappropriate by the principal shall not be worn.

Males and females may wear shorts. The length of the shorts shall be “finger tip” length, i.e., the student may wear shorts that are at least as long as his/her own arm is held along side the body. Students are not allowed to wear cut-off jeans.

Males and females may wear earrings on their ears only. Piercing jewelry in any other location of the body will not be worn at school.

If a student is found in violation of the dress code, parents/guardians will be called and asked to bring appropriate attire. If a parent/guardian is unable to come, the student will be placed in in-school suspension.

## **Drills**

### **Fire, Tornado, and Other Emergency Drills**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions given by teachers or others in charge quickly, quietly, and in an orderly manner.

## **Electronic Devices**

Personal telecommunications or other electronic devices may be possessed and used on campus and school buses as long as district and campus rules are followed. Personal telecommunications or other electronic devices may be used in the classroom under the direction of the teacher and to support the instructional goals and activities of the class. The districts acceptable use policy must be followed at all times while on all district property, on buses, or utilizing district network services. The district assumes no liability for any personal telecommunications or other electronic devices. The District shall not be responsible for any loss, damage, or theft. The school district shall assist in conducting interviews, searches, or spending reasonable time on any other activities related to the loss, damage, or theft of these personal communication devices in support of a positive school environment. However, students and parents agree to accept the risk of loss, damage, or theft upon bringing their personal devices on the bus and to any school property.

## **Electronic Music Devices**

The position and use of electronic music devices is permissible on campus and during bus rides with the use of personal ear phones only. These devices shall not be used in classrooms during class time without teacher

permission. Students and parents, not the school district, are responsible for the safety of any such items. The school district assumes no control over such items and is not in anyway responsible for their loss, damage, or theft. The school district shall not conduct interviews, searches, or spend time on any other activities related to the loss, damage, or theft of these personal items. Students and parents are encouraged to leave such items at home unless they agree to accept the risk of loss, damage, or theft.

## **Fees**

Materials that are part of the basic educational program are provided without charge to the students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including: (Policy FP)

Club dues

Advance Placement (AP) exams

Security deposits

The materials for a class project that the student will keep

Personal, physical education and athletic equipment and apparel

Voluntary purchases of pictures, publications, class rings, year-books, graduation announcements, etc.

Student accident insurance and insurance on school-owned instruments

Parking fees and student identification cards

Lost or damaged textbooks

Personal apparel used in extracurricular activities that becomes the property of the student

Tuition for summer school courses taken for advancement

Any required fee or deposit may be waived if the student and parents are unable to pay. Application for such a waiver may be made to the principal.

## **Food Allergies**

Before a child enters school, the parent or other person with legal control of the child under court order, are provided with forms that (1) disclose whether the child has a food allergy or a severe food allergy that, in the judgement of the parent or other person with legal control, should be disclosed to the district to enable the district to take necessary precautions regarding the child's safety, and (2) specify the food to which the child is allergic and the nature of the allergic reaction. The school nurse directs action plans for students with food allergies, including cafeteria and instructional staff. Texas Education Code Chapter 25, Section 25.0022

## **Government Authorities**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.

The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken into Custody**

State law requires the District to permit a student to be taken into legal custody:

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By a law enforcement officer if there is probable-cause to believe the student has violated a condition of probation imposed by the juvenile court.

To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Texas Department of Protection and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity to the best of his or her ability, and verify the official's authority to take custody of the student. The Principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal considers to be a valid objection to notifying the parents. Since the Principal does not have authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify:

- (1) All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.
- (2) All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony or for certain misdemeanors.

## **Library Services**

The Medical Academy Library is open from 7:30 a.m. to 5:00 p.m., Monday through Friday. Students may check out books, reference materials, periodicals, videos, CD-ROMs, and laptops from a collection of items with a health and science specialization. The library also offers access to a large number of digitized resources and web subscription databases at home and at one hundred networked computers in the library.

Special services include interlibrary loan, research assistance, reading incentives and art exhibitions. Visit us on the web at <http://medicalacademylibrary.stisd.net>

### **Lockers**

Lockers remain under the jurisdiction of the school. The school reserves the right to inspect all lockers at any time. A student has full responsibility for the security of locker and is responsible for making certain it is locked and that combination is not available to others.

Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students.

### **Lost and Found**

Students should be advised that the South Texas Academy for Medical Professions is not responsible for valuables (money, jewelry, radios, textbooks, video cameras, etc.) that are either stolen or lost. The administration strongly advises that you leave your valuables at home and not bring them to school.

Any student who finds articles, books or money should bring these to the front office. Students who have lost articles, books, and/or money should notify the front office immediately. Only written announcements approved by the principal concerning lost articles will be made.

### **Pesticides**

This school periodically applies pesticides. The application is part of our integrated Pest Management Program (PMI). Information concerning this application may be obtained from Juan Villarreal, Director of Operations, at 100 Med High Drive, Mercedes, Texas (956) 565-2454, or (800-217-8839).

### **Pledges of Allegiance and Minute of Silence**

Texas requires students to recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The students may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

### **Right to Pray**

A student has the right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

### **School Facilities**

Use by Students Before and After school

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The Library,

Student Lounge and Cafeteria are open to students before school begins at 8:00 a.m. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus.

## **Searches**

### **South Texas I.S.D.-FNF (L) – Interrogations And Searches**

STUDENT RIGHTS AND RESPONSIBILITIES:	Policy (FNF)
INTERROGATIONS AND SEARCHES	Policy (LOCAL LDU-16-02 FNF (L) B)

#### **INTERROGATIONS BY SCHOOL OFFICIALS**

Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

#### **OTHER AUTHORITIES**

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities see. GRA (LOCAL).

#### **LOCKERS AND VEHICLES**

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student’s responsibility to ensure that lockers and vehicles are locked and that the keys and the combinations are not given to others. Students shall not place, keep, or maintain any articles, flyers, or material that is forbidden by District policy in lockers or in vehicles parked on school property.

School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

#### **USE OF TRAINED DOGS**

The District shall use specially-trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented in response to drug and alcohol-related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacate common areas, the areas around student lockers, and the area around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described above.

#### **NOTICE**

At the beginning of the school year, the District shall inform students of the District’s policy on searches as



outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

#### PARENT NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

### **Sexual Harassment**

The District believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feeling; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, a counselor, the principal or designee, or Dr. Marla M. Guerra, Superintendent who serves as the District's Title IX coordinator for students.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment for sexual abuse by a staff member with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

## **Smoking**

The South Texas Independent School District Board of Trustees passed a school policy stating that smoking is not allowed on school grounds. Students may not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property. Individuals who disobey this policy will be disciplined. Policy (DHL)

## **Student Behavior**

South Texas Academy for Medical Professions only accepts and keeps students who have demonstrated good behavior. Any student who is determined by the principal to demonstrate either serious or habitual misconduct is subject to immediate withdrawal.

Because of the nature of the environment in which you will study and work, continued positive attitudes and good behavior are necessary. Should a student be referred to the office with a discipline report, the following procedure will be followed:

- 1.) Conference with the student
- 2.) Parent notification
- 3.) Assignment of disciplinary action in accordance with the Code of Conduct
- 4.) Parent conference

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- 1.) Attending all classes daily; and, on time.
- 2.) Being prepared for each class with appropriate materials and assignments
- 3.) Being properly dressed
- 4.) Showing respect toward others
- 5.) Behaving in a responsible manner
- 6.) Paying required fees and fines
- 7.) Refraining from violations of the code of student
- 8.) Obeying all school rules including safety
- 9.) Seeking change in school policies and regulations in an orderly and responsible manner through appropriate channels
- 10.) Cooperating with the staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
- 11.) Following bus rules and bus driver's instructions.

12.) Refraining from violations of the computer use guidelines.

### **Student Identification Cards**

I.D. cards will be printed as early in the school year as possible. The I.D. cards will include the student's picture and ID number. The I.D. card will be used for school functions and some events at your home school approved by your home School District. Students losing his/her I.D. card will be required to pay a fee of \$5.00 to have a new one issued.

### **Protection of Students Rights**

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally-funded program. Notice will be sent home before such a survey, analysis or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations
- Mental and psychological problems potentially embarrassing
- Sexual behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior
- Criticism of other individuals with whom the student or the student's family has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, other than as required by law to determine eligibility for participation in a special program or for receiving financial assistance under such a program

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Policy (EF)

### **Telephone and Messages**

Parents/guardians are urged to refrain from calling their son/daughter during school time so as not to interrupt instructional time. Telephone messages will only be allowed and delivered in case of emergency and not for routine matters such as transportation changes, doctor's/dentists appointments, etc. Parents are responsible for informing their son/daughter before getting to school about scheduled medical appointments for that day. The telephone in the front office may be used by students only in case of an emergency, and only after permission has been given by office personnel.

### **Transportation**

Students being transported in school-owned vehicles shall comply with the Code of Student Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. The following rules shall apply to student conduct on school-owned vehicles:

**School Bus Information:**

Students should be at the designated pick-up point five minutes (5min.) prior to pick up time.

Students are transported to and from their home high school only. No unscheduled stops will be made.

Students who wish to bring a visitor to our school must obtain a visitor's permit from the counselor's office a day in advance. Each individual teacher must approve this form. Visitors will be allowed during the 2<sup>nd</sup> semester only with the permission of the principal or assistant principals. Visitors should provide their own transportation to school.

Bus changes are not permitted. However, if a student needs to change his bus route temporarily, he/she must follow this procedure:

- a. The parent of the student must call front office staff making the request;
- b. Front office staff will contact the Transportation Department for availability of space on that bus;
- c. If space is available, the secretary will write a pass for the student;
- d. The student should obtain this pass from front office staff before noon on the day of the change. To obtain a pass, students should bring both a written note from parent and telephone confirmation. Bus drivers are not permitted to admit students on a different bus without this pass. Notes from parents to bus drivers are not considered bus passes. Bus drivers must be informed of the change. Students who ride the a.m. bus route and leave school before the end of the day with parents, relatives, etc. must first sign-out at the front office. Students must inform bus driver so as to avoid bus route delay.

Passengers shall follow the driver's instructions at all times.

Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.

When on the bus, passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold onto the seat rails.

Passengers shall keep books, feet and other objects out of the aisle of the bus.

Passengers shall not deface the bus and/or its equipment.

Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or outside the bus.

Passengers shall not smoke or use any form of tobacco on school buses.

Usual classroom conduct shall be observed. Unruly conduct including the use of obscene language will subject the passenger to disciplinary action.

Upon leaving the bus, the student shall not cross immediately in front of the bus until directed by the driver.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route

or an extra-curricular activity:

The driver shall attempt to correct the misbehavior of the passenger.

If the driver is unable to resolve the problem, the principal shall be notified immediately.

The principal shall investigate the incident and notify the driver of the action taken.

A conference involving the principal, the student passenger, the driver and the parent (s) may be required.

The principal may suspend the student's bus riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus, or to call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for handicapped student shall be made in accordance with the provisions of the student's individual education plan (IEP).

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others.

Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. Students are encouraged to take advantage of the bus transportation furnished by our school district. However, a student may furnish his/her own transportation providing he/she obtains a parking permit (vehicles not having a parking permit will be towed away at owner's expense).

Guidelines for obtaining a parking permit are as follows:

Present a valid driver's license

Present a valid/current certificate of liability insurance

Turn in the vehicle's license plate number

Present written parental permission for driving the vehicle to and from school (parking permit available in the front office)

Vehicles will remain on campus unoccupied until it is time to go home or have the principal's permission to move the vehicle. Any student driving recklessly on the school grounds and his/her driving is considered dangerous to him or to the safety of others will be subject to disciplinary action.

Students will not be allowed to ride home with other students unless they present written parental permission to the principal (in the morning upon arrival at school).

## **Visitors**

Parents and other visitors are welcome to visit our school. All visitors are required to check in at the office and must conduct themselves according to the rules for students. Visitors whose school is in progress are not allowed to visit Medical Academy. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Any school staff personnel may request identification from any person on school property and may ask any person not having legitimate business to leave. Visitors are required to display the visitors pass at all times.

Students may bring a guest during the second semester only if he/she is a potential student who is currently enrolled in the 8<sup>th</sup> or 9<sup>th</sup> grades. The visitor approval form must be completed for each student who wishes to bring a guest. This form is located in the counselor's office. Requests for visitor passes must be obtained three days prior to the visit. If a student brings a guest without the proper documentation mentioned above, the office staff will call the parent to come to the school and pick up the student. Visitors should provide their own transportation.