

Andy Dekaney High School
Home of the WILDCATS

Spring Independent School District



2016-2017

Parent/Guardian and Student Handbook

Andy Dekaney High School
22351 Imperial Valley Drive
Houston, Texas 77073
Phone (281) 891-7260 Fax (713) 891-7261
www.springisd.org/dekaney

David Baxter, Principal

EVERYchild2020

a student-centered plan to transform Spring ISD

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Spring ISD Core Values

We base our decisions on what is **best for our students**.

We **strive for excellence** in all we do.

We **build trust** through integrity and lead by example.

We **communicate openly**.

We **value diversity** and treat everyone with dignity and respect.

We **win as a team**.

SCHOOL MASCOT: Wildcats

SCHOOL COLORS: Blue, Silver, Black & White

DHS VISION STATEMENT

Dekaney is a school of choice, rich with tradition and school pride. Teachers prepare students for college and career. Every day, students leave the school smarter and stronger. Within our walls, all Wildcats are valued and treated with respect.

Student Expectations:

- No visibility of electronic devices during the instructional time unless used for instructional purposes
- Track the speaker in the classroom and respect teachers, peers and yourself
- Arrive between 6:45 a.m. and 7:10 a.m.
- Follow dress code policies everyday
- Bring all required materials to class
- Ask for help when in need and offer help when appropriate
- Report behavior unbecoming of a Wildcat
- Show appreciation for the campus and community by keeping it clean
- Leave any place you enter better than you found it; and
- Keep your integrity intact, no matter the consequences

Parent Visitation, Conduct, and Dress

- At DHS, we believe that parents are our partners in education. For this reason, we ask that you schedule teacher meetings through your student's teacher SLC secretary at least 48 hours in advanced.
- In addition, please remember that a school is a place for children to feel safe and learn. **Profanity and yelling will not be tolerated.** Parents' conduct should be professional and respectful. Children mimic the actions and words of their parents. We encourage you to model positive adult interactions. You will always be treated with dignity and respect. Your

child's teacher and staff deserve the same.

- Lastly, parents are asked to wear appropriate clothing when visiting the campus. **Please, no pajamas, undershirts or skimpy clothing.** Children are watching! Our children are also great readers, please cover inappropriate tattoos.

Parent Expectations:

1. Respect your child and the school by dressing and using appropriate language at all times.
2. Remind your child that the use of electronic devices during the instructional day is unacceptable and support the school's consequences.
3. Ensure your child arrives to school between 6:45 a.m. – 7:10 a.m. and is picked up at 2:30 p.m.
4. Update contact information (phone #, address, etc...) within 24 hours of a change in the Registrar's Office.
5. Check your parent access center for important academic information.
6. Make an appointment to meet with your child's counselor once a semester to check your child's Wildcat Credit Score.
7. Treat teachers as partners in your child's education even when you disagree.
8. Follow morning and dismissal procedures
9. Model the behavior that you expect your child to have at school.
10. Do not text or call your child during instructional time.

Parent Communication

All school personnel can be reached at 281-891-7260. Please allow a 36-hour window for your phone call to be returned. For safety reasons, the school will not deliver messages to students nor will we pull students from class to speak with anyone calling the school. Please ensure that your child knows how to get home before leaving for school.

Should parents want to arrange a conference, they may call their child's Small Learning Community (SLC) office to **make an appointment** or request a return call. Due to various duties and commitments of school personnel during the school day, **teachers and other school officials may not meet with parents who arrive at school without an appointment.** Parents can leave their names and phone numbers with the main office and request a return phone call.

you return your tag to the main office when you sign out.

School Hours of Operation

Building Hours	6:45 am to 3:30 pm
Instructional Hours:	7:15 am to 2:30 pm
Teacher Hours:	6:45 am to 3:15 pm

Teachers are unable to meet parents during their instructional time, but they should be able to conduct a parent-student-teacher conference, when arranged in advanced, during their daily planning period. Please keep in mind that staff members' days are very full. Advanced notice is necessary for staff members to prepare adequately to assist you when you arrive for your conference. Parents should report to the DHS main office upon arrival to sign in, present a state-issued ID and receive a visitor's pass.

Teacher Expectations:

Simple with a BIG E

- S** Students are given multiple opportunities to be successful
- I** Instruction is aligned, rigorous, age and grade appropriate
- M** Movement is mandatory for students and adults
- P** Planning and pacing are evident
- L** Learning is measured by the appropriate standard
- E** High EXPECTATIONS and NO EXCUSES!

Sign In and Out

All visitors must report to the main office to sign in. All visitors must enter and exit through the front entrance on Imperial Valley Drive. All visitors must have a picture ID to visit any part of our campus. You will be issued a campus tag and asked to wait for an escort to your designated area. We ask that

Small Learning Communities

Dekaney High School will introduce six new Small Learning Communities (SLC). These small learning communities are Agriculture and Hospitality School at Dekaney; Engineering and Technology School at Dekaney; Law and Ed School at Dekaney; Media Technology School at Dekaney; Medical Sciences School at Dekaney; and Wall Street School at Dekaney. Each of these communities will consist of appropriately 450 students and will focus on specific pathways to prepare students for college and career.

Student Identification Badges

The following guidelines must be adhered to when wearing ID badges:

- a) ID badges must be worn on a lanyard hanging from the neck.
- b) School IDs cannot be worn on a shirtsleeve, hanging from pants, outside of pockets, under a shirt, coat, jacket or at the bottom of a student's shirt.
- c) The ID badge must be presented to any school staff member or person of authority upon request.
- d) The front and back of the ID badge cannot be altered (i.e. no stickers, markings, other photos, etc.) Defacing or altering an ID badge is prohibited.
- e) Wearing another student's ID badge is prohibited
- f) Lost, stolen altered, damaged and defaced ID badges must be replaced IMMEDIATELY at the student's expense. A temporary badge will be issued at the student's expense for \$1.00. The replacement ID is \$5.00. These fees can be paid in the SLC secretary's office. After a student purchases five replacement ID badges, he/she will be issued disciplinary consequences for defiance. If a student has an outstanding balance a hold will be placed on the student's account. Also, students are subject to not participate in extracurricular activities; purchase

transcripts, receive report cards, or other official school documents.

Wunsche Transfer Students

Wunsche transfer students must wear their Wunsche ID badge at all times while on campus. Students are to enter and exit through the front of the building by the main office. While waiting for the transfer bus students will wait outside under the covered patio. In the event of inclement weather, students may wait in the foyer of the main office. Students caught in an unauthorized area are subject to disciplinary action.

Clubs and Organizations

Participation in school clubs and organizations supports the development of well-rounded personalities and strengthens the student's feeling of school pride and spirit. Students may participate in one or more of the clubs and organizations available on the DHS campus before and after school.

Deliveries to Students from Off-Campus

In order to avoid unnecessary disruptions of classroom instruction, the delivery of flowers, balloons, gifts, cupcakes and related goods to DHS is not permitted. Also, food deliveries made to students on campus is prohibited. **Parents are not allowed to bring outside food to the campus.**

If a student forgets a science project, club dues, uniform or similar school materials, deliveries can be made to the main office. The student will be notified and he/she can pick the item(s) up during lunch.

Closed Campus Policy

Dekaney is a closed campus. Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students must check out through the attendance office if leaving campus for any reason. These checkout procedures must be followed even if the parent/guardian knows the

student is leaving. Students who leave campus without following the procedures will be disciplined. Students are not allowed to leave campus during the lunch period. Please do not text your child to meet you outside. Please follow the sign-out procedures.

Cell Phone Policy

According to DHS Discipline Policy, use or operation of paging devices, including beepers, cell phones, electronic pagers, tablets, notebooks, iPads or any other type of electronic communication system is prohibited on school campuses or at functions during the instructional day. The instructional day is from 7:15 a.m. until 2:30 p.m. and includes any of the hours in which a school event occurs. Such devices may be used at a time and place as determined by the individual campus in coordination with the campus.

Students are allowed to use electronic devices with earphones/ear buds to listen to music and/or read before the instructional day begins and during lunch in designated areas. Students may use the aforementioned devices for music and reading purposes only between 6:45 a.m. and 7:10 a.m. The phone, camera, and applications may not be used during this time and will result in phone collection and a fine.

The unauthorized use or operation of an electronic device will result in confiscation. A \$25 administrative fee payable to Dekaney High School will be charged if the device is claimed within the 30 days. **The student must wait 24 hours before he/she can claim their phone.** The school accepts cash, cashier's check, and money order only. The administrator or their designee will notify the parent. Electronic devices not claimed within 30 days will be sent to Property Management for disposal.

All electronic devices and accessories brought to campus must be kept in a mesh backpack or purse during instructional hours (7:15 a.m. – 2:30 p.m.) and it must be turned **off** completely. Cell

phones or any other electronic devices **seen** or **heard** by school personnel will be confiscated and turned into the bookkeeper, Ms. A. Garcia. **AGAIN, THESE ITEMS CANNOT BE CARRIED IN YOUR HAND OR POCKETS!** Devices must be in your backpack or purse.

Failure to turn over the confiscated phone when asked by an administrator, teacher, or designee will be considered defiant behavior and may result in suspension in addition to the \$15.00 fee. Repeated violations of this rule could lead to a cell phone ban for the student.

Student Tardiness

Tardiness is defined as arriving late to class without after the tardy bell rings. Students missing 15 minutes or more of the class will be marked absent (See Spring ISD Principal Quick Reference Guide). During the ADA periods (3rd/4th), students are absent when ADA attendance is taken by the teacher at 9:23AM It is imperative that students be prompt and prepared for each class.

Student tardies are documented in the classroom using a Tardy Log. Students will sign in on the Tardy Log upon arrival to the classroom. The teacher will acknowledge quickly and continue instruction. The following are consequences for being caught in a tardy sweep:

- 1st Offense: Verbal Warning
- 2nd Offense: Student Conference
- 3rd Offense: Parent Contact
- 4th Offense: eSchool Referral (Culture Development Leader Intervention)
- 5th Offense: eSchool Referral (Administrator Intervention)

In the event a student is caught in a tardy hall sweep, he/she must report to the nearest tardy sweep kiosk. Students that fail or refuse to report to the tardy sweep kiosk will be subject to disciplinary action.

The following rules apply:

Kaizen: Getting Better Every Day

➤ Students riding Spring ISD school buses are excused if the late arrival of their bus makes them late for class. A late bus announcement will be made if this should occur. This rule does not apply to Metro or private bus services.

➤ Students arriving after 7:45AM will be scanned at the tardy kiosk and will report to their classroom. Upon entering the classroom the student will sign the tardy log.

Tardy Sweeps & After School Detention

The administrative team will conduct announced and random tardy sweeps. In the event a student is caught in a tardy hall sweep, he/she must report to the nearest tardy sweep kiosk. Students that fail or refuse to report to the tardy sweep kiosk will be subject to disciplinary action. In order to enter class after the tardy sweep students must present a pass. The following are consequences for being caught in a tardy sweep:

- 1st Offense-Verbal Warning
- 2nd Offense- Parent Contact
- 3rd Offense-Behavior Contract (Culture Development Leader)
- 4th Offense- After School Detention (Culture Development Leaders rotate)
- 5th Offense-One (1) Day of Extension Center (EC), Parent Contact
- 6th Offense-Two (2) Days of Extension Center (EC), Parent Contact
- 7th Offense-Parent Contact, Referral to Truancy Office, Restricted from extra-curricular activities

After school detentions are held on Mondays, Tuesdays, and Wednesdays each week from 2:40p.m.-4:00p.m. in the Star Theater. If a student is late the detention will be rescheduled. If a student does not attend detention, he/she will receive a one (1) day Extension Center (EC) suspension. Students are allowed to reschedule a detention if a good effort was made to attend or if the student gives advance notice to the administrator who assigned the detention.

Upon arrival to detention, students will sign in and complete the writing prompt/essay. Students are required to follow the Student Code of Conduct during this time. Failure to do so may result in detention reassignment, in-school suspension, or out of school suspension.

The following rules apply:

- Students riding SISD school buses are excused if the late arrival of their bus makes them late for class. A late bus announcement will be made if this should occur. This rule does not apply to Metro or private bus services.
- Students arriving after 7:45 AM must report to the Attendance Office prior to going to class to have their ID badge scanned.

NO PASS Zone

The first 30 minutes and last 15 minutes of each class period is crucial to success. Therefore this is considered as a NO PASS zone. No passes will be issued during this time. In addition to the first 30 minutes or last 15 minutes, periods 1st/2nd, 7th/8th periods are also deemed as NO PASS zones. Students are encouraged to use the restroom before school, between class periods, or during the lunch period.

Wildcat Behavior During a Disturbance or Fight

Students are NOT allowed to run to a disturbance/fight in the hallway. This behavior is unbecoming of a Wildcat and poses a safety risk to the student and other Wildcats. This measure has been put in place this school year in order to maintain the safety and security at Dekaney High School. Students identified running or leaving the cafeteria or classroom to witness a disturbance/fight are subject to receive disciplinary action.

Students are NOT allowed use phone video during the instructional day. If a student is caught recording a disturbance or fight, the student's electronic device will be confiscated and will be

subject to the \$15 cell phone fee. The student may also be placed on a phone ban contract for a six week period.

Early Pick Up

Days when it is necessary to pick up your child early, please **do not** sign your child out after 1:30 p.m. Disruptions interrupt the education process. If your child has an appointment, please make arrangements to pick up your child before 1:30 p.m. We will not release a student out-of-class until a parent is physically in the office. We discourage parents from calling students on their cell phone to the office. We will not release a child to a parent waiting in a car outside. We do this in order to be able to identify those persons picking up students and to ensure the safety of your child. Your cooperation and understanding is appreciated. All persons picking up students early from school must be listed on the Authorization Pick-Up Form and must be 18 years of age or older. We will not release students for early pick up after these times. Anyone picking up students early must be listed in the student information system or on the ***Student Authorization Pick Up*** form submitted at the beginning of the school year. Parents may update this list at anytime. We will not accept letters or phone calls from anyone to release a student to someone not on the ***Student Authorization Pick Up*** form. The parent/legal guardian must report to the Attendance Office and present a legal identification card or proof of guardianship before being permitted to pick up a student. If a parent calls to request early release of a student, the parent/guardian must:

- Fax a letter with the reason for the release, time, phone number, parent signature and copy of state-issued identification card; OR
- Come to the Attendance Office to show proper state-issued identification.

Off-Campus Permits

Seniors who have met their credit requirements for graduation may have one or two “off-campus” periods if they are gainfully employed and have parent approval. Off-campus is a senior privilege. The only other students who have permission to leave campus early are those participating in a practicum program. Early release permits must be carried by “off-campus” students at all times and must be available for review by police officers and administrators.

Off-campus permits for Career and Technology Education (CTE) students participating in a practicum program will be issued by the practicum teacher. Practicum teachers will provide a list of approved students to the Attendance Office.

Students who have off-campus permits are expected to leave the school grounds immediately. Students caught loitering on campus may lose “off-campus” privileges. Students must update their “off-campus” privilege every grading period by showing proof of employment.

Leaving School Early for an Appointment

On the day of the appointment, the student must take a note from a parent/guardian to the Attendance Office before 7:15 AM. or during lunch. The note must contain:

- A phone number where the parent/guardian can be reached.
- The name and phone number of the doctor, dentist or other professional with whom the student has the appointment.

Upon verification of the appointment, the student, between classes, will pick up the permit from the Attendance Office. Please be aware students will not be released from school without parental contact and appointment verification.

The student shows the official permit to his or her teacher at the beginning of the period during which the student must leave for the appointment.

After being released by the teacher, the student must go to the Attendance Office and sign out at

the designated time. The student returns the permit to the Attendance Office before leaving the campus.

Leaving School Early Due to Illness

When students become ill during the school day they should obtain permits from the classroom teachers and report to the clinic. If the nurse is absent, students are to report to the Attendance Office. Under no circumstances is a student to leave school without proper administrative authorization.

Please Note: *Students leaving early for any reason (other than a regular off-campus permit) must sign out in the Attendance Office and have the approval of an Administrator. Failure to follow this procedure will warrant disciplinary action.*

Absences & Course Credit

Absences and Denial of Course Credit

The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). (In a block class, a student loses credit after six absences.)

Students that fail to meet attendance requirements will be required to make up their attendance. Opportunities may be provided to students throughout the school year in order to recover their attendance.

This is a credit issue, not a pass/fail issue. A student may be passing the course, but also have more than the required unexcused absences. This will result in an asterisk being placed on the report card indicating withholding of credit. A teacher should contact the parent and continue grading the student's performance without any regard to the absences. The asterisk will deny credit for the course marked.

Credit Appeals

A student who has had credit denied for a class may appeal for the credit if:

1. The student earned a passing semester grade in the class;

AND

2. Acceptable excuse(s) for the absences are provided in a timely manner by the student's parents or legal guardian, and are determined to be valid by the Credit Appeal Committee (timelines in compliance with Spring ISD policy).

Students who desire to appeal for credit should secure appeal forms from the Attendance Office. Completed credit appeal forms must be submitted to the Attendance Office with proper documentation to support the absence before the deadline. The Credit Appeal Committee will consider the appeal. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin.

University Interscholastic League (UIL) and Extra-Curricular Absences

A student is allowed five absences per semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in the teacher's attendance records as well as in Eschool. Sponsors of extra-curricular activities must ensure that lists of participating students are provided to the Attendance Office prior to the departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.

Excused Absences

Acceptable reasons for excused student absences include:

- Personal Illness
- Death of a Family Member
- Student Health Services; Family/Student Counseling Therapy Appointments

- Religious Holy Days and Major Activities (The student is counted present in school according to state statute and is not considered absent.)
- Authorized School-Sponsored Activities
- Suspension
- Required (Subpoenaed) Court Appearance

Note: Any other request for an excused absence must be submitted to the principal in writing. These must be provided far enough in advanced that the request can be given proper consideration in light of state law and SISD Board Policy.

Notes for absences

Students must submit an excuse to the Attendance Office within three days of returning from an absence. The note from the parent/guardian must specify the exact reason for the absence. Although students have up to three school days after an absence to bring a note to school, it is helpful to all if students bring a note on their first day back to school. Parent/guardian notes should clearly include the following:

- Absent student's name;
- Date(s) of the absence;
- Exact reason(s) for absence;
- Parent's name;
- Parent's phone number(s).

Students are reminded that forgery of parent notes (or of any school documents) is a very serious offense, and, if discovered will be punished to the fullest extent permitted under the SISD Policy.

Unexcused Absences

An absence for any reason other than those previously listed shall be classified as unexcused. Absences will not be excused if the parent does not send an excuse note within three school days of the absence. The principal may, on a case-by-case basis review reasons for absences other than those listed above and determine that they, also, may be excused.

A student will be denied credit for a class if the student does not meet the 90% attendance rule. Students are allowed to make up any work missed due to any absence.

Truancy

Any unauthorized absence from school is considered truancy and will be unexcused. Disciplinary action will be taken and/or a citation may be issued. This includes any class that is "skipped" during the course of the school day or leaving campus during lunch.

Make-up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his/her return to class from an absence, to request and complete any assignments or tests missed because of an absence (see district policy as it relates to make-up work). For extenuating circumstances or chronic illnesses this time may be extended upon agreement between the teacher, parent and student.

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and/or collect homework. The teacher will schedule the make-up work, not the student.

If the student is going to be absent for four or more days in a row, a parent or guardian may contact the counselor or the attendance clerk for assignments. The counselors will contact the teachers for the specific work.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments before the class is missed.

Student Parking and Decals

Licensed students who wish to park their motor vehicles on campus must apply for a parking decal

from the 2200 Community. When purchasing a parking decal, students must furnish:

- Proof of a Valid Driver's License
- Proof of Insurance must be shown at the time of application.

Parking permits cost \$25.00 (cash only) for the entire school year. Students will be issued a parking decal and assigned a parking spot (this spot is numbered).

It is the student's responsibility to affix the decal on the top right side of the student's rear windshield of the vehicle. Decals must be permanently affixed to the windshield for the car to be legally parked on campus. Any lost decal will result in the purchase of a replacement decal at full price and are only issued with administrative approval. Students must park in their parking space with the front end first. You may not back into a parking space.

The speed limit in DHS parking lot is five (5) m. p. h.

Vehicles parked illegally will be towed at the owner's expense. Students are reminded that faculty parking areas and visitor parking areas are off limits before school and at all times during the school day; any vehicles found parked illegally or in reserved spaces will be towed at the owner's expense.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that no incidents will occur. DHS, therefore, assumes no responsibility for accidents or the loss of property in the DHS parking lots. All parking on campus is at the vehicle operator's risk.

Students are required to leave their vehicles immediately upon arrival in the parking lot. Students must have a pass from an administrator to enter the student parking lot at any time during

the school day. Students should not use their vehicles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

Parking Violations

Failure to comply with any of the set rules and regulations can result in a number of actions including ticketing, the towing of one's vehicle and disciplinary action. In addition, violations of DHS parking regulations can result in the revocation of campus parking privileges with no refunds of the parking fee.

Spring ISD Transportation

School bus transportation is provided for eligible students. The time spent on the bus is considered an extension of the school day. All school rules apply. Any student who misbehaves on the bus or at a Spring ISD bus stop may lose transportation privileges. Metro bus riders will be held to the same standards.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first, if it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion. If seats are assigned by the bus driver, students are expected to sit in their assigned seats at all times.

- Do not distract the driver by making unusual noises, shouting or creating a disturbance. Do not speak to the driver unless it is absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out of the windows. Do not extend arms, legs or heads out of the windows.
- Smoking of any kind is prohibited on the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned bus stop. No variations are allowed.
- Bus Drivers are Spring ISD employees with responsibility for your safety. If drivers experience any disciplinary problems, he/she will inform a DHS administrator.
- Know your bus driver's name and your bus route number.
- When your bus arrives at school, report directly to the designated areas identified by the campus.
- If your Spring ISD bus arrives late, students will report directly to class and announcement will be made.

Late Bus or No Bus

Students must arrive at their stop 15 minutes early. Spring ISD transportation will not wait for students who are tardy. If a bus is more than 20 or 30 minutes late for pickup, please call the bus

barn and then inform the Attendance Office. The bus will usually arrive or another bus will be sent to the location.

SISD Transportation Phone Number:
(281) 891-6490

Bus Transportation Requests and Changes

Ten days advance notice is needed to arrange for a change in bus transportation.

Please notify the Attendance Office in writing of any change of address as soon as possible. **Proof of Residence** documentation (Electricity bill, lease agreement, a valid driver's license with the same address, etc.) along with written notification of the address change must be submitted to the front office before any bus routes will be changed.

Advanced Placement (AP) Courses

DHS offers a variety of Advanced Placement (AP) coursework for students to engage in a rigorous pre-university course of study. Through AP courses, students have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities.

The only requirement to take AP classes is a strong curiosity about the subject and the willingness to work hard.

AP courses will help students gain the edge in preparing for college. AP courses give students a head start on college-level work. Students will improve writing skills and sharpen their problem-solving techniques. Most of all, students will develop the study habits necessary for taking rigorous course work.

AP courses help students stand out in the college entrance process. Taking AP courses shows students' maturity, readiness for college and their willingness to push themselves academically. AP courses also help show students' commitment to academic excellence.

AP courses help broaden students' intellectual horizons. In AP courses, students will explore the world from different perspectives, most importantly, your own. Students will study subjects in greater depth and detail and they will assume the responsibility of analyzing, reasoning and understanding themselves.

AP courses are calculated as weighted grades in a student's GPA.

For more information regarding Advanced Placement Courses, contact M. Bailey (College and Career Counselor) or visit www.collegeboard.com

Lone Star College System Dual Credit

Dual credit opportunities are offered through the Lone Star College System (LSCS). A dual credit course is a college course taken by a high school student where the student earns both high school and college credit. Dual credit courses enable students to make substantial progress toward college degrees before they finish high school.

Dual credit students must at least satisfy the following criteria. For additional criteria, contact M. Bailey:

- Junior or Senior standing
- Passing TAKS/EOC/STAAR Scores
- B or better average as shown on official high school transcript
- Permission from M. Bailey
- Parental permission to take the course

In addition to the above criteria, students taking dual credit courses must be Texas Higher Education Assessment (THEA) exempt or have a passing THEA test scores or alternative THEA scores in the skill areas relevant to the college course they are taking at LSCS. Students that are THEA exempt meet one of the following criteria:

- ACT and earn a composite score of 23 or higher with a minimum of 19 on both the English and mathematics tests; or

- SAT tests and earn a combined verbal and mathematics score of 1070 or higher with a minimum of 500 on both the verbal and the mathematics tests; or
- TAKS tests with a minimum scaled score of 2200 on the ELA and Math tests, and a 3 or better on the writing section of TAKS.

Students who are not exempt must take the THEA or the Alternate THEA and pass those skill areas of the test that are applicable to the courses they are taking.

Career and Technology Education

Career and Technology Education (CTE) courses are an integral part of the DHS curriculum. CTE provides skills that are appropriate for technical employment, technical post-secondary education and/or college work. Students are required to follow a four-year coherent sequence of courses for their chosen career path.

Electives

An array of elective courses complements DHS strong major academic curriculum.

- **Languages other than English:** DHS students may choose between Spanish and French. The department also offers classes for native speakers of Spanish.
- **Fine Arts:** The fine arts program includes art, music, band, dance, and theater arts. Advanced options in all areas are available for students who possess an interest, aptitude and ability in the areas.
- **PE, Health & Athletics:** DHS students have a selection of quality physical education and health classes from which to choose.
- **JROTC:** JROTC is an elective that provides students with vocational training in military science and leadership. JROTC program participants reflect the diversity of DHS students. Students who

participate in JROTC can substitute this course for physical education credit. Students who fully participate may have opportunities to secure ROTC scholarships to major universities and all of the US military academies.

Graduation

General Requirements

Students and their parents must accept the responsibility for the proper choice of subjects for graduation and/or college entrance. There are, however, counselors, teachers, and campus administrators who are available to offer any assistance needed in planning a program for the completion of graduation requirements.

In addition to the course credit requirements, students must complete mastery requirements for the Texas Assessment of Knowledge and Skills (TAKS) Exit-Level Examinations or the required State of Texas Assessments of Academic Readiness (STAAR EOC) prior to graduation day.

Students may not participate in the graduation ceremony unless all graduation requirements have been met.

Graduation Honors

Members of the National Honor Society who are in good standing at the time of graduation may wear *stoles* with the National Honor's Society emblem.

Students who completed 100 hours or more of approved and documented community service may wear a *red cord* to symbolize this accomplishment.

Seniors who rank in the top 5% of their graduation class will be listed in the graduation honors program and will graduate *with highest honors*.

Students who graduate from the 6% to 15% will graduate *with honors*.

Scheduling

Schedule Reviews

In rare cases students may be issued a schedule containing an improper course placement or where credit was previously granted. Students in this situation may request a schedule review by completing a *Request for Schedule Review* form and submit to the counselor by the deadline listed. All requests are processed in the order in which they are received. Parent visits, phone calls, pages, voice mail messages, email messages and faxes receive no higher priority handling than does a student's complete *Request for Schedule Review* form. Unless a counselor sends for a student, he/she is to remain in class and follow the original schedule until notified otherwise. If a request has been denied or a change is not possible, a written response will be sent to the student.

A schedule will be changed only for the purposes of correcting improper course placements and leveling classes. The school's highest priority is placing each student in his/her required coherent-sequence curriculum at the appropriate degree of difficulty. Remember that all schedule changes must be completed before the 15th day of the new semester or the student may not receive credit in the course. Requests for specific teacher and class periods will not be honored.

Course Selection & Sequence

Students entering DHS should have made course selections while still in eighth grade. DHS students in the ninth, tenth, and eleventh grades should have made course selections in early spring when course selection sheets were released online.

Students who did not select courses during the spring semester will have a schedule created for them by their counselor.

Credit

Course Credit

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course.

A student may not be given credit for a class if he or she has attended fewer than the required number of days. (90% of the semester)

Students must comply with all attendance requirements for each course taken. An *Appeal for Credit* form may be submitted at the end of the semester during which a student has not received credit due to excessive absences. Appeals will only be considered when the student has passed the course with a final semester average of 70 or better. All appeals must be submitted before the deadline announced.

Composite Grading

Composite (whole course) grading may apply to core courses (A & B sequential taken in the same academic school year) with the exception of any one semester course.

A student who fails the first semester (Part A) with a grade of 60 or above and passes the second semester (Part B) with a grade for the two semesters to equal 140 will receive credit for the A part of the class. (For example, Student X receives a 61 in part A and a 79 in part B. Student X will receive credit for part A since $61+79 = 140$.) Students who use composite grading for Pre-AP or AP courses will lose the quality points awarded to those courses.

Students who believe they may be eligible for composite grading in one or more courses should contact their counselor. If it is determined that the student is eligible for composite credit, the dean/counselor will submit a form to the registrar indicating whole course credit requirements have been met.

A student who has excessive absences will not receive credit unless determined by the school principal with proper documentation.

Credit by Examination

In certain situations, it is possible to obtain credit for high school courses through examination. There is a fee for the examination and a student must have failed the course after being enrolled in

the course. If interested, see Ms. Esparza for more information.

*Please note: Only **two credits** for courses taken by correspondence or credit-by-exam will be accepted as part of graduation requirements for designated schools in Texas.*

Grade Level Assignments

Student grade levels are determined by the number of credits a student has earned. Under ordinary circumstances, students are not reclassified during the school year.

The credits needed for each grade level are listed below:

Grade Level Classification		
Grade	Classification	Credits Earned
9	Freshman	0.0 - 5.5
10	Sophomore	6.0 - 12.5
11	Junior	13.0 - 18.5
12	Senior	19.0+

Progress Reports and Report Cards:

Progress reports and report cards are issued during the school year. Report cards are sent home every six weeks. Promotion standards are set by the state and school district. Please refer to the Spring ISD calendar for report card dates. This can be found on the Spring ISD website.

Progress Reports

At the end of the first three weeks of each grading period, DHS uploads a progress report in the student and parent portal for every student. Progress reports are a way for both parents and students to monitor a student's academic progress, behavior and attendance. Progress reports can also serve as an effective "early warning" device for students who might otherwise find themselves with a failing average too late into the six-week grading period for recourse.

Of course, parents are encouraged at any time to notify teachers if they suspect that their child is struggling and in need of additional help. Please refer to my.spring.org where parents may print copies of progress reports and report cards.

Report Cards

Report cards are uploaded at the end of each grading period during the school day. A reporting cycle is established on the Spring ISD academic year calendar. This calendar is published on the district website. The final report card will be mailed home if students have clear financial and book records with the school.

Please check home access center on a regular basis to see your child's grades. If needed, call your child's counselor for missing grades and additional information.

Incomplete Grades

Teachers may elect to give students an incomplete grade on a report card rather than a failing one if there are extenuating circumstances explaining the student's failure to complete assignments during the grading period. An "I" allows students to finish their work, but it also makes a student ineligible to participate in extracurricular activities and competitions.

Incomplete grades must be changed to a numerical grade before the end of the next grading period. Teachers may not give incomplete grades during the last six-week grading period of a semester. If incomplete work is not made up, then the "I" mark becomes a 50 and is averaged with the other six-week grades to determine a semester average.

Students who miss a final examination will receive a grade of zero. Students who have a valid excuse for missing a final exam should telephone the principal immediately and fully explain the situation. Should the principal approve of the excuse after receiving adequate written documentation, then a make-up exam may be

scheduled. Students should be aware that spring semester make-up finals will be administered during the summer months after graduation.

Requests for early finals must be made two weeks prior to the final exam date. Please note that a request for any early final exam does not mean that the request is automatically approved. Students wishing to take a final exam early must submit written permission to do so in advance to the principal and present compelling, credible and documented reasons for the request. Although the principal is under no compulsion to approve of any early final exam testing, should the request be approved, arrangements will be made with the classroom teacher.

Final Exam Exemptions for Seniors

During the spring semester of a student's senior year only, seniors may earn an exemption from the final exam of a course if they meet the following conditions:

- An 80 or better semester average in the course
- "E" or "S" in conduct average in the course
- No more than three (4) total absences in the course
- Students in AP courses must actively participate in all AP exams assigned to the student
- No record of out-of-school suspensions or in-school suspensions
- Textbook record is totally clear
- All EOC exams passed

Students who earn an exemption will receive the semester average. This exemption, however, does not excuse students from school attendance. Exempted seniors will be required to attend school

on the day of their exempted final examinations. Students with three absences already and who are absent again are no longer exempt.

Note: Seniors who are suspended or who have excessive disciplinary referrals will lose their exemption status.

Grade Point Average (GPAs) & Class Rank

DHS seniors receive both a preliminary and a final class rank during their senior year. The registrar calculates preliminary class ranks in October based upon students' grades from all courses taken for high school credit through the spring semester of their junior year. At the close of the fall semester, the Registrar then calculates final class ranks for 12th graders based upon all grades earned through the fall semester of the senior year. Class rank is determined in the following manner:

- Grade points are assigned to each semester grade according to the Spring ISD grade distribution chart. This chart can be found on the Spring ISD website.
- All high school credit courses are included (for example, any courses in which the student may have earned an "F" and any repeated courses).
- The registrar divides the number of grade points earned by the number of grades to determine a student's grade point average.
- The numerical ranking of seniors is determined by listing all students according to their cumulative GPAs from highest to lowest. The student with the top GPA is ranked number one, the student with the second highest is number two and so on. The same list is used to divide the class into percentage groupings (i.e. Top 10%) and into quartiles.

Honor Roll

An Honor Roll will be published at the conclusion of each six week grading period. The following criteria **must be** met in order to be eligible for the Honor Roll:

- *BLUE Honor Roll* - All grades from 90 to 100; "S" average in Conduct.
- *WHITE Honor Roll* - One or two grades from 80 to 89; all others 90 to 100; "S" average in Conduct.

The student may not have more than two (2) excused and *no unexcused absences* per semester.

Transcripts

Students who desire an official transcript of their academic records must make a written request to the Registrar. Please allow 48 hours to process this request. At certain times during the school year, the demand for transcripts is very high. Please allow at least two weeks (10 work days) to process a transcript request. All transcripts requested will cost \$1.00.

Seniors who need the Registrar to send their final transcripts to a college or university must request that final transcript before the end of the school year in May. DHS has limited staffing during the summer and any transcripts requested may take four weeks or more to process for newly graduated students.

Conduct & Behavior

Classroom Conduct Marks

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. It is also disruptive to other students in the class who want to learn. Poor conduct will be reflected in conduct cuts on a student's report card. Conduct infractions, however, may not be used to affect a student's academic grade. Office conduct cuts do affect eligibility and senior exemption status.

Students who have been sent to the office for discipline problems may receive conduct cuts from the teacher as a result of misbehavior.

A "U" in conduct may only be issued with an administrator's approval.

Office Conduct Marks

The Principal, Associate Principal or an Assistant Principal may reduce a student's conduct grade for persistent disciplinary infractions. This conduct grade overrides the student's overall conduct average.

Academic Requirements

First Grading Cycle

All students are eligible for participation in extra-curricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has been promoted to the next grade level and is not on disciplinary probation.

If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least three weeks of school. If at the end of three weeks of ineligibility, students who have achieved a passing average in all classes become eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

Credits earned in summer school, night school or in approved correspondence courses may be used to determine eligibility of extracurricular activities.

Subsequent Grading Cycles

A student whose officially recorded six-week's grade in any course is lower than a 70 at the end of a six-week grading period, shall be suspended from participation in any extracurricular or co-curricular activity event for at least three weeks during the next six-week grading period. The only

exception involves honor-level courses (Such as Advanced Placement). A student suspended under these "no pass, no play" rules would still be eligible to practice and rehearse with the team or group. If at the end of three weeks of ineligibility, the student has achieved a passing average, he/she becomes eligible to play or perform. However, if a student's average remains below 70, the suspension continues for at least three more weeks.

Suspension due to six-week (progress report) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week grading cycle, he/she could participate in any activity that occurred during the week until Tuesday, March 12 @ 3:30 p.m.)

Incomplete Grades

A student receiving an incomplete (I) six-week grade in a course is considered ineligible seven days after the end of that specific six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

Activity Ineligibility

Eligibility rules apply to athletic teams, U.I.L. (University Interscholastic League) and vocational competitions, cheerleading, school-sponsored clubs and organizations, etc. Students not meeting the designated grade requirements may practice, but may not compete or perform in any of these activities, even though the activity would not require them to miss any class time.

Attendance Requirements

Three-Period Rule

In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the

activity is scheduled. Under DHS block schedule, this rule would require attendance in three (3) full classes.

Five-Day Rule

Students will not be permitted to participate in such activities that would require a student to be absent from class more than five days during the semester.

An exception to the five-day rule may be made on the behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based upon circumstances that are unforeseen and result from the student's earning the right to compete at post-U.I.L. district levels. Exceptions shall not exceed a total of five additional absences per year.

Students Requesting a Campus Transfer

Students transferring from one senior high school attendance zone to another will not be eligible to participate in the varsity-level extracurricular program of the new school for a period of one calendar year following the granting of the transfer unless an athletic release has been signed by his/her former coach. The eligibility of a student is not affected when there is a change in school due to a documented change in the family's primary residence.

Note: Students who choose not to participate in a group's required practices or after school events may be removed from that group or receive an academic penalty (if that group is part of a graded course). When selecting courses, a student should investigate practice and event requirements.

Other Requirements

Conduct Requirements

Students with discipline problems of a severe nature are subject to probation. Students placed on probation are not allowed to participate in

extracurricular activities, not seek or hold an elected position in the school. In addition, sponsors of a group may suspend the student from participating in a particular activity of that group because of a student's misbehavior or lack of preparation.

Dress Requirements For Extracurricular Activities

The principal, in cooperation with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Note: Students should be aware that there are additional expenses required for some extracurricular activities such as cheerleading. The sponsor will provide a written estimate of the required expenses.

School Honors & Student Officers

In order to be eligible for school honors and student officers, a candidate must currently have a conduct average of at least an "S". An "S" or better must have also been earned the preceding semester. The student must also have passing grades in all subjects and have an overall average of 75 or better in the preceding semester.

Elected students must maintain the outlined standards of citizenship and scholarship or else relinquish their honors and offices. Students who do not meet the standards for continued participation will be placed on three weeks probation, during which time the student may practice, but not participate or compete. If at the end of the first three-week probation, the student has an unsatisfactory academic average or conduct average, a second three-week probation will be allowed. If unsatisfactory academic average or conduct problems remain at the end of the second three-week probationary period, the student will be dismissed from the student office or honors activity.

In order for a student to be eligible for school honors based upon academic achievement, the student must have a general average of a "B" (80 or better) and must earn his or her last five credits at the school where the awards are presented.

The *National Honor Society* has special requirements related to leadership, service, character and academic achievement.

General Information

Approval, Scheduling & Supervision

All student activity events must be approved in advance by the principal (or designee) and listed with the school secretary. The school secretary maintains a schedule for each of DHS's major facilities and venues. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events. The sponsor and principal will ensure that the physical plant is maintained and secured for all events.

A DHS faculty sponsor must attend and supervise all scheduled extracurricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether a DHS-sponsored event is held on-campus or off-campus, the same "school-day" rules of student conduct apply.

Official Recognition

The only activities that may use the school name or "nickname" are those which are approved by the school administration. Any person or organization that uses the school name without proper permission is subject to disciplinary action. No school clubs and organizations may be affiliated with fraternities or sororities.

Note: Initiations and "Hazing" are strictly prohibited. Also, all club and organization activities must be approved and chaperoned by a faculty sponsor. Students who meet without their faculty sponsor present are subject to disciplinary action.

The principal must approve all fundraisers for student groups and organizations each year (two per year); the duration of a specific fundraiser (A two-week period); and the number of fundraisers that can take place at any one time. These limitations apply to booster club fundraising as well. Students may not sell unauthorized items or services on campus at any time.

School-Sponsored Trips

Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the full objectives of student travel to be achieved, school officials must have the full and complete cooperation of participating students at all times. Due to the tremendous responsibility placed on school sponsors during any trip of this sort, there may be special rules that students are expected to follow.

Students are allowed to participate in travel away from school only when their academic, attendance and conduct records are acceptable. The principal (in collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity including travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right.

Absences for school-sponsored travel will be counted as extracurricular or excused absences and will be subject to the limits of such absences.

Students must be willing to cooperate completely with their sponsors and their fellow group members so that the trip is enjoyable and beneficial for everyone involved. Certain rules violations can be of such a serious nature when traveling with a student group as to cause a student to be sent home early at his/her parents' expense. In addition, the student may be subsequently removed from any future activities in which the student would be representing DHS. Trip sponsors will make both parents and students aware of the applicable rules when asking for

parent permission for student travel. Also, because of the binding contractual requirements of some travel arrangements, students who find themselves unable to participate in planned student travel (Due to a loss of eligibility or other reasons) will not be issued refunds.

This year Open House will take place Thursday, September 28, 2016, at Dekaney High School from 5:30 – 7:00 p.m.

Dress Code Policy

Students not in dress code compliance will be issued a loaner uniform. After the third violation of this policy, the student will be suspended from school.

- Student ID Badges – a school issued ID badge must be worn on a lanyard and visible at all times.
- Any shorts or skirts shorter than the length of your longest fingertip when you are standing upright, spaghetti straps, low-cut shirts, exposed midriff, cleavage, crop tops, tank tops, leggings, tights, pajamas and cutoffs will not be allowed.
- No items with inappropriate or profane visual or written messages will be allowed. Examples include drug, alcohol, weapons, violence and gang affiliation.
- No type of headdress is to be worn in the school. This includes: hats, caps, hair wraps, bandanas, jacket hoodies and scarves (Religious exceptions must be preapproved by the principal).
- Size appropriate garments are required. Belts are encouraged. No sagging!
- Nose/facial/tongue temporary ornamental gear is prohibited.
- All inappropriate tattoos must be covered at all times.
- Ripped and torn jeans are prohibited.

- Shoes-closed toe and closed heel; no sandals, flip flops, house shoes or slippers are permitted.
- Backpacks- mesh or clear backpacks. Students may not sit at desk with backpacks on. Each teacher will have a designated bin for backpacks in the classroom.

The dress policy is enforced Monday through Friday.

Locker Policy

PE teachers will explain the policy for gym lockers during the first week of school.

Tardy Policy

School starts at 7:15 a.m. every morning.

Parents are asked to get students to school between 6:45 a.m. and 7:10 a.m. every morning. Parents of students with excessive tardies will be required to attend an administrative conference and may be subject to after school detention.

Walking Your Child to Class

One of our goals at DHS is to encourage students to be responsible. Students in CBI and Structured Learning classes are the only students that may be escorted to class by a parent/guardian. These parents/guardians will obtain a pass from the Main Office, which allows access to the classroom from 7:10 a.m. until 7:25 a.m.

Arrival and Dismissal Procedures

We want every aspect of our school to be a pleasant experience. This includes the morning drop off and the afternoon pick up of students. Safety is our number one priority. Help us ensure the safety of our children by adhering to the policy listed below.

Bammel Road

Parents may drop off and pick up students in the parking lot located on Bammel Road. For safety reasons, we ask that you not drop students off on

Imperial Valley Drive. Please drive through the semi-circle and allow your child to exit the car before or at the marked exit location. Students should only exit the right side of the automobile as cars are expected to pass on the left. Follow the guide's directions when arriving to pick up your child. You or a designee must be available to pick up your child at 2:30 p.m. daily and at 11:45 a.m. for early dismissal days:

There is NO parking on the street during arrival and dismissal times.

Parents must wait in the car. Please expect delays for the first week as everyone becomes familiar with our new policy.

Keep music on a low volume.

Buses

Spring ISD buses drop off in the bus parking lot off of Imperial Valley Drive. Faculty and staff will be there in the morning and afternoon to greet and dismiss your child. Buses and vans will load in the circle in an orderly fashion. Only bus and van riders can enter and exit through this semi-circle. Remember, it is your responsibility to ensure that your child knows how he/she will get home everyday.

Parent Resource Room

Academic resources are available to use at home with your child. Please ask the Instructional Specialists: Ms. Numan, Ms. Blanchard, or Ms. Knotts to assist you with selecting appropriate materials. Ms. J. James, 21st Century Coordinator, is also available for parent resources.

Instructional Time is SACRED

Under no circumstance will parents be allowed to speak with teachers during instructional time. A conference may be scheduled any day of the week by contacting the Small Learning Community secretary at (281) 891-7260. Please

allow a 36-hour response time if you call or email a teacher.

Student Misconduct

The *Spring ISD Student Parent Handbook* provides a description of a broad range of behavior considered to be student misconduct. The student who commits an act of misconduct that may be classified into any of the levels will be subject to disciplinary action by the classroom teacher, assistant principal, and/or principal. Please refer to your copy of the *Spring ISD Student Parent Handbook* for more information.

Conduct & Discipline

Student Standards of Conduct

It is the responsibility of the entire DHS community to develop character in our students. The manner in which students conduct themselves at school is a reflection on the student, parent and the entire community. Any misconduct becomes a matter of school discipline and will be handled accordingly.

DHS follows the Spring ISD Student Parent Handbook. All students will receive a copy of this document at the beginning of the school year. It may also be downloaded from the Spring ISD website (www.springisd.org).

Parents and students should note that some acts/behaviors are violations of state law and city ordinances and may involve law enforcement officers, as well as school officials.

Students who habitually commit any level of offense will have those behaviors documented and the parent will be contacted by the teacher. After the third occurrence of any offense, the student will be referred to the administrator.

Campus Distributions

No materials, circulars, advertisements, notices or similar materials may be sold or distributed on the

campus or at the school sponsored activities unless approved by the principal or her designee.

Damage to School Property

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and/or their parents will be billed for the cost of repairs.

Hall Passes

During the first period (of the day), the class proceeding lunch, and the last period of the day are NO PASS zones. The only exception is for an emergency. During other class periods the first 30 minutes and last 10 minutes of instruction are NO PASS zones, therefore, teachers will not issue hall passes.

During instructional time, a hall pass is required of any student outside the classroom. Teachers have been given hall passes. Staff members should ensure that all the information requested on the hall pass (Including student name, destination, and date and time) is included in ink.

Students in the halls without permits are in violation of school rules and may be taken to an Assistant Principal's office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from a teacher before leaving the classroom.

Drugs & Alcohol

Students are not to be in possession of, using, or under the influence of any drug or alcohol substance. All medication (prescription and over-the-counter) **must** be taken to the nurse's office to be dispensed. Medications must be in the original container with the student's name and directions from the physician on the container.

Failure to comply will result in disciplinary action indicated in Spring ISD's Code of Student Conduct.

No Smoking

Smoking and the use or possession of any tobacco products is prohibited on all Spring ISD campuses and facilities. This includes DHS and all district athletic stadiums, arenas and venues. Please be aware this policy is also in effect at any DHS function that is held off-campus.

Detention

Detention may be assigned for minor classroom misconduct at the teacher's discretion. Failure to serve detention will result in a disciplinary referral. Administrators may also assign lunch detention.

Detention may be assigned by an Administrator or Culture Development Leader. Students will receive notice of detention at least 24 hours in advance.

If a student is tardy to or does not attend an assigned detention, he/she is subject to in-school suspension (ISS) or out-of-school (OSS) suspension.

Use of School Name and Mascot

Unauthorized use of the school's name or mascot by any student for the purpose of advertising a non-school sanctioned activity is prohibited. Only school-approved organizations may use the DHS name and/or mascot for approved activities. Use of the mascot is limited to a choice of the visual representations that have been approved by the school principal.

Zero Tolerance

Any student who possesses a firearm, illegal knife, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities shall be immediately suspended and recommended for expulsion by the principal (as indicated in the Spring ISD Code of Student Conduct). For purposes of this policy, an object used in a threatening manner shall also be considered a dangerous object or weapon even if its normal use is not as a weapon.

In every case where students in middle and high school commit a Level B offense in violation of the Code of Student Conduct, Education Code, or Penal Code, principals must pursue charges, arrests, and removal to a juvenile detention facility or county jail. The Board of Education further declared that the Code of Student Conduct would be strictly applied.

Communications

Assemblies

Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies.

Posters, Signs & Advertisements

The principal or designee must approve all posters, signs, and/or advertisements. After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

Publications

The principal is responsible for all publications edited, produced and distributed on the DHS campus, and therefore, may exercise editorial control over them. All school publications at DHS must be supervised and approved by a faculty sponsor and reflect the high ideals and expectations of the citizens of the DHS community. No unauthorized publications may be produced or distributed on campus. See an administrator to gain approval.

Student Health & Safety

The School Nurse and Clinic

The school nurse provides clinic services in the event of illness or injury occurring during the day. A student may go to the clinic only after obtaining a permit from a teacher. The clinic is also open during lunch periods. At all times, the student must sign in and out showing the time arrived in the clinic and the time left the clinic. There is a Nurse's Daily Registry in the clinic for this purpose. If the Nurse believes the student should

go home, she or another school official will notify the student's parent/guardian. Students who feel ill and go home without going through the clinic and attendance office will be considered truant and are subject to disciplinary action.

Available in the clinic is a *Physician's Request for Administration of Medication during School Hours* form. This form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic each year. No medication, prescription or non-prescription, will be dispensed by the nurse without this form being on file. The medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached. The form must be renewed each year.

Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health. The school nurse is responsible for checking student's immunization records. Any changes to the student's immunizations should be given to the nurse.

Pesticides

DHS periodically applies pesticides. Information concerning these applications may be obtained from the plant operator.

School Visitors

A Qualified Welcome

DHS is glad to have as visitors, parents and guardians who have an interest in the welfare of the school and its students. To maintain campus security, all visitors must come directly to the Main Office upon entering the building and identify themselves, state the purpose of their visit and receive a visitor's permit. Former students may not come back to campus during the school day to visit school personnel.

Rules for All Visitors

All DHS visitors must obtain a visitor's name tag from the main office immediately upon entering the building.

No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers. Parental classroom visits must be approved by the teacher. Persons other than parents are not permitted to visit classrooms with two exceptions:

- Educational professionals from in or outside the district may be escorted by campus or central office staff on classroom visits with prior approval from the campus administrator.
- Parents of students with disabilities who are being considered for placement in a new setting by an ARD committee may visit the proposed setting. The campus administrator must approve the visit in advance and the parent must be escorted by the campus or central office staff during the course of the visit.

Students who wish to bring outside guests for school events such as dances must have administrative approval before they will be allowed into any school-related function or event.

The Texas Education Code (Section 4.23) states: "Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor... School property...include[s] the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for activities."

Campus Security

Fire & Evacuation

On occasion, there may be a need to evacuate the DHS buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route to use for evacuating the building. The routes for evacuation are designed

to avoid excessive crowding at the building exits. The map should also show alternate routes to be used should the primary route be inaccessible. Teachers should review with their students their classroom primary and alternate evacuation routes.

Students are to remain with their assigned teacher at all times (If an evacuation must occur during the lunch periods, students are to report to their 5th/6th period teacher, depending on the school day). When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus closest to the exit point. All windows and doors in the classroom should be closed upon evacuation. Students are to take nothing with them except their valuables.

The teacher will take class attendance after the students have moved safely from the building. Make sure you stay with your teacher throughout the evacuation or drill. All students must remember the seriousness of fire drills. The drills are preparation for the reality of fire or imminent danger. The school administration, faculty and staff expect each student's absolute cooperation in abiding by these rules.

No person shall re-enter the building until the all clear signal is given.

Emergency Signals – 1 extended bell or alarm

Student Services

Driver's License Eligibility

State law related to driver's license eligibility states that the Department of Public Safety may license a person as a class "C" driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent or if the student is enrolled in a school and has attended school for at least 80% of the fall or spring semester before the date of the application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school

equivalency exam. For the purposes of computing attendance for driver's license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled. The Verification of Enrollment (VOE) forms are completed in the Registrar's Office and require at least 24 hours notice.

Homebound Instruction

When a student is unable to attend school for severe medical reasons, he or she may receive academic instruction by a homebound teacher through Spring ISD. This service is only for a student whose physician provides the nurse with a written diagnosis and prognosis explaining that the student will be out of school for a minimum of four weeks. This process will start with the student's counselor.

Other eligibility requirements include that the student be free of infectious disease, and that there will be an adult in the home at the time of the teacher's visit.

For a student who is absent more than five days but fewer than four weeks, the counselor can obtain make-up work from the classroom teachers. Please allow a three-day turnaround from the time of the request to the pick-up date of the assignments.

Library

Hours & Services

The DHS Library is open Monday through Friday from 6:45 a.m. to 3:15 p.m. The library staff will gladly assist students using the library.

A copier is available for student use. Copies are 15 cents each.

Computer Usage

The library currently has multiple computers for student use. Students must have/do the following to use a computer:

- Present a school issued I.D. Badge.
- An Internet Permission Form (IPF) signed by their parents and returned to the library
- Follow Spring ISD internet use rules and DHS library rules as outlined in the district's Parent-Student Handbook.

Be aware, security software is subject to erase all files saved on the computers every 24 hours. **SAVE** your work on your USB drive.

Library Usage and Conduct

Students must have a permit issued by their period teacher to enter the library during class hours. The library is open during lunch and before/after school when a permit is not needed. Students may check out up to three (3) books during a 2-week period. Students must have a school issued I.D. badge to check out materials. Reference books, magazines, audio/visual materials and equipment may not be checked out. The library fine for overdue books is 5 cents per day. Students who lose a library book(s) must pay the replacement cost of the book.

Students violating DHS rules in the library or interfering with the library environment may be refused library services regardless of academic standing or class year and be subject to regular disciplinary action

DHS Grading Policy

General Guidelines (See District Policy EIA, EID)

Grading in the Spring Independent School District is a method used to report student achievement. Grades represent the student's level of mastery of the curriculum objectives. A sufficient number of grades must be taken to support the assigned grade average. Academic and conduct grades are reported each six (6) weeks in secondary. Each grading period should consist of a minimum of twelve (12) numerically graded items. A minimum of three (3) grades recorded should be major grades.

All grades will be weighted as follows:

1. Major grades will count as 50 percent of the student's grading period average.
2. Daily grades will count as 50 percent of the student's grading period average.

Assessments of complex assignments are called major grades. A minimum of three (3) grades recorded should be major grades. Advance notice must be given to students of any activity or test that constitutes a major grade. Major grades must be distributed equally through each grading period. The following are examples of major grades: chapter or unit test; projects; research papers; and skills assessments (oral, essay, performance).

Assessments of a course's daily assignments are called daily grades. A minimum of nine (9) grades recorded should be daily grades. Daily grades must be taken from a variety of different assessments of the curriculum. Homework may not exceed more than 10% of the total daily grade. Daily grades must be distributed equally through each grading period. Examples of the student's mastery of the curriculum can include: independent practice; quizzes; activities; and teacher observations using rubrics.

Teachers will record grades using the district's electronic grade book. Teachers will enter at least two grades per week for all students in eSchool. Grades must be entered by Wednesday for the previous week. Administrators will monitor teacher electronic grade books at least once per week.

Core Instruction

The Spring Independent School District's focus is on core instruction. Core instruction provides more guidance and demonstration to students which is then reduced as students gain expertise. Students are taught new knowledge and information through modeling, demonstration, and/or discussion for/with students within the context of the real-world task or problem, which provides a context in which the knowledge is obtained. To support the implementation of core instruction, the district has adopted Gradual Release of Responsibility (GRR) instructional model, sometimes referred to as "I do, we do, and you do." This model proposes a plan of instruction that includes demonstration, prompt, and practice.

Re-teaching

In the GRR instructional model, teachers use student responses to independent tasks to make future instructional decisions, such as re-teaching or additional guided instruction. Re-teaching is necessary component in mastery of essential knowledge and skills. Re-teaching must occur whenever the teacher determines that a student has not mastered the objective(s) at the independent practice or assessment level.

There must be documentation of re-teaching when the teacher has determined that the student has not mastered curriculum objectives. Documentation that re-teaching has occurred must consist of entries either in the teacher's lesson plans or grade book.

Reassessment

Retesting guidelines apply to major grade assessments only. Daily grades, quizzes, and projects are not included in the retesting guidelines. The following guidelines apply to retesting:

- Students who received a failing grade on an assessment must have the opportunity to retest; the retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- Students who received a score below 75 on a major grade assessment have the opportunity to retest. The retest may include items from all objectives covered on the original assessment or only those objectives not mastered by the student.
- Students must attend a re-teaching session or complete other approved activities for remediation of non-mastered objectives.
- Re-teaching must be completed prior to the administration of the next major assessment in the course.
- The maximum score that may be earned on a retest is 75 percent.
- Initial test grade and retest grade.
- Documentation of retesting must be maintained in the student information system.
- Reassessment procedures should be consistent across grade levels or the campus as determined at each campus.

Make-Up Work

The teacher must have a system in place to notify a student of an assignment which occurred during his/her absence. Generally, one (1) day for each day of an absence will be provided for the make-up work. If a test was scheduled before the student was absent, then the student may be required to take the test the day he/she returns. If a student has missed work, the teacher will give the student the opportunity to make up the work and receive the grade earned.

Progress Reports

Written progress reports shall be distributed and/or posted on the Home Access Center, at the end of the first three weeks of a grading period for secondary students whose academic average is less than 70 in any course, and to any secondary student whose performance has declined more than one letter grade or whose performance indicates danger of failing. If a student's average falls below 70 or the absence limit is exceeded after the scheduled notice of progress reports have been sent home, the teacher should send a report home immediately and contact the parent via phone call, email and/or parent conference. It is imperative that extra effort be made to give parents advance notice of a pending failing grade or of excessive absences in a class before the report card is sent home.

Extra Credit

To receive extra credit, the work completed must be directly related to the curriculum, should be used for enrichment, and should not replace any missed work. Extra credit should not be used to the extent that the grade does not accurately reflect the academic achievement of the student for the current grading period.

Major Assessments and Semester Exams

A copy of the semester exam is to be kept on file for a period of three (3) years by the department chair. Semester exams are 15 percent of the semester grade. Final exam grades will be entered via eSchool by the end of the day on the day in which the Final Exam was administered.

Progress Reports and Report Cards

Progress Reports must be sent to all parents typically at the midpoint of a grading cycle. The 2016-2017 school year dates for progress reports are as follows: September 30, November 4, January 13, February 24, April 13, and June 9.

Dekaney High School will operate using a six week grading period as follows according to the Spring ISD 2016-2017 Instructional Calendar:

Cycle 1	August 22 – September 23
Cycle 2	September 26 – October 28
Cycle 3	October 31 – December 16
Cycle 4	January 3 – February 17
Cycle 5	February 20 – April 7
Cycle 6	April 10 – May 26

The 2016 – 2017 school year dates for report cards are as follows: September 30, November 4, January 13, February 24, April 13, and June 9.

Grade Point System for Class Entering 2016-2017

Grade Range	Letter Grade	Academic	Pre-AP	AP/Dual Credit
90-100	A	4.0	5.0	6.0
80-89	B	3.0	4.0	5.0
75-79	C	2.0	3.0	4.0
70-74	D	1.0	2.0	3.0
Below 70	F	0	0	0

Academic Dishonesty

Plagiarism: Any written assignment submitted for grading will be subject to a 2% deduction for every 1% of the assignment that is plagiarized. Papers that are found to be plagiarized will receive a grade of zero (0) until the child has completed the assignment.

Cheating: Students caught cheating, along with the student who helps them to cheat, will receive an automatic grade of zero (0) on the assignment until the child has completed the assignment.

The DHS Shared Decision Making Committee will approve any changes that need to be made to the campus policies.



It is the policy of the Spring Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Detach and return to your first period teacher

I have received and read the 2016-2017 *DHS Polices for Students and Parents*.

Please **circle** your Small Learning Community and identify your grade level for the 2016-2017 school year:

Engineering and Technology School at Dekaney

Media Technology School at Dekaney

Agriculture and Hospitality School at Dekaney

Wall Street School at Dekaney

Law and Ed School at Dekaney

Medical Sciences School at Dekaney

Grade Level: _____

Print Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent email: _____ Cell Phone#: _____

Mailing Address: _____