



***LEARNER HANDBOOK***

***NEW TECH  
ODESSA***

***2015-2016***

## **MISSION OF NEW TECH ODESSA**

Our mission at New Tech Odessa is to develop learners who are college-ready, digitally literate, globally competent, and prepared to compete, connect, and cooperate with the rest of the world through an educational experience grounded in design and innovative thinking.



### **New Tech Odessa Learner Pledge**

As a learner at New Tech Odessa,  
I pledge to experience new things along my path  
to discovering and refining my true talents.

I pledge to be a leader and a learner by  
seizing opportunities as I prepare  
for the expanding world of tomorrow.

In doing so, I pledge to represent my school with honor

Because I am not just an individual;  
I am a part of a family at New Tech Odessa.

**New Tech Odessa Room Assignment  
2015-2016**

	Facilitator Last Name	Facilitator First Name	Content Area	Room Number
1	Arzola	Jason	AP Calculus/PreAP/Dual PreCalculus & AP Statistics/TBA	C-22
2	Avila	Melissa	Pre AP Spanish II/Acad. Read./ACADEC	A-7
3	Barragan	Bernadette	Anat. & Phys. /AP Environmental Systems /Stud. Lead.	C-20
4	Cantu	Jesus	PreAP Geometry/ Math Innovators	A-31
5	Cortez	Ida	SPED Assistant	C-35
6	Davila	Pablo	NTO Special Education Case Manager	C-35
7	Davis	Jana	Physical Fitness	PFC
8	Dutchover	Gary	Global Issues-PreAP W.Geo.	A-38
9	Gomez	Tracy	Princeton Review	C-14
10	Gonzales	Hilda	Pre AP Spanish I & II	A-9
11	Lennon	Jon	AP/Dual English IV/ Creative Writing	C-23
12	Lindner	Richard	Pre AP Physics/Rocketry & Engineering	A-18 & A-28A
13	Martinez	Elias	9 <sup>th</sup> Grade Science – Pre AP/Dual Biology	A-14
14	Millican	Kylee	Problems & Solutions-Senior Internship	C-18
15	Newberg	Gail	Global Issues-PreAP English I	A-38
16	Osborne	Margaret	AP Government/ AP Economics/ACADEC	C-33
17	Patton	Matthew	Pre AP English II	A-8
18	Picazo	Yoana	Pre AP Algebra I/TBA	A-29
19	Ramirez	Rachel	NTO Art I, II, III	A-3
20	Renteria	Ariel	Digital Portfolio I /NTO Journalism	A-5
21	Rieves	Lauren	AP/Dual US History	C-16
22	Rivera	Valentina	NTO AVID	A-12
23	Rodriguez	Angelica	AP/Dual English III & Yearbook	C-21
24	Stamets	Nicholas	World Chem. – Pre AP World History	A-32
25	Taku	Bernard	French I, II & III/Media Center	C-13
26	Valls-Barreda	Silvia	Spanish III & Reading APPS	A-6
27	Vestal	Kaci	Prof. Comm./Dual/AP English III	A-10
28	Younts	Amber	Pre AP Algebra II/Algebraic Reasoning/Acad. Readiness	C-12
29	Science	Facilitator	World Chem. / PreAP Chemistry	A-32
30	Dig. Media	Facilitator	Dig. Media II	C-24
<b>NEW TECH MAIN OFFICE</b>				
	Tina Lopez	NTO High School Principal		
	Paula Lozano	NTO Office Manager		
	Gerardo Ramirez	NTO Dean of Students		
	Clelia Carrillo	NTO High School Counselor		
	Janice Granado	NTO Campus Curriculum Facilitator		
	Emma Reschman	NTO Registrar		
	Yolanda Rubio	NTO Attendance Clerk		
	Corina Hinojos	NTO Office Clerk		
	Inez Hernandez	NTO IT Administrator Room A-34		

New Tech Odessa High School  
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Odessa, Texas 79762  
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## LEARNER HOURS

**8:00 a.m.** – NTO main doors open. Car riders are not to be dropped off before 8:00 a.m. All learners will proceed to the cafeteria area before school starts.

**8:15 a.m. – 8:45 a.m.** – Breakfast is served. Learners may visit quietly with a classmate while waiting in the cafeteria area.

**8:50 a.m.** – Any learner arriving after 8:55 a.m. should wait to receive a tardy slip in the main office before entering the classroom. Learners must be ready for the day to minimize classroom disruptions.

**4:10 p.m.** – All learners are dismissed.

**4:17 p.m.** – All buses should depart by this time each day.

**IMPORTANT: THE BUILDING DOORS WILL BE CLOSED AT 5:30 P.M. TUTORING HOURS WILL BE OVER AT 5:30 P.M. IF LEARNERS STAY FOR TUTORING - THEY MUST BE PICKED UP NO LATER THAN 5:30 PM.**

**On PBL Wednesdays all learners must remain working on their projects in the cafeteria area. Classes will begin at 9:54 a.m. Learners will be attending all of their classes and will have a modified schedule on Wednesday.**

Learners, who do not ride the bus in the morning, must be dropped off at the front of the school in the car drop off lane and not at any other location. The street should never be used as a drop off. Please do not pass a car unloading learners. For safety reasons, learner drop-off is not permitted in the back of the school. All learners must enter through the front of the school.



### NTO DAILY SCHEDULE

19 Minute Modules	Time
1	8:50-9:13
2	9:13-9:32
3	9:32-9:53
4	9:53-10:12
5	10:12-10:31
6	10:31-10:50
7	10:50 -11:09
8	11:09 -11:28
9	11:28 -11:50
<b>Modules 10 - 11</b>	
<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Lunch</b>	<b>11:50 -12:23</b>
12	12:23 -12:45
<b>Modules 13 - 14</b>	
<b>11<sup>th</sup> and 12<sup>th</sup> Lunch</b>	<b>12:45 -1:18</b>
15	1:18-1:39
16	1:39-1:58
17	1:58-2:17
18	2:17-2:36
19	2:36-2:55
20	2:55-3:14
21	3:14-3:33
22	3:33-3:52
23	3:52-4:10

### WEDNESDAY PBL PREP

Modules	Time
PBL PREP	8:54-9:45
1 <sup>st</sup> Period	9:54-10:41
2 <sup>nd</sup> Period	10:41-11:28
Advisory	11:28 -11:4
<b>9<sup>th</sup> &amp; 10<sup>th</sup> Grade Lunch</b>	<b>11:48-12:1</b>
11 <sup>th</sup> & 12 <sup>th</sup> Grade 3 <sup>rd</sup> Period	11:48-12:3
<b>11<sup>th</sup> &amp; 12<sup>th</sup> Grade Lunch</b>	<b>12:30 -1:0</b>
9 <sup>th</sup> & 10 <sup>th</sup> Grade 3 <sup>rd</sup> Period	12:18 -1:0
9 <sup>th</sup> & 10 <sup>th</sup> Grade 5 <sup>th</sup> Period 11 <sup>th</sup> & 12 <sup>th</sup> Grade 4 <sup>th</sup> Period	1:00 -1:42
6 <sup>th</sup> Period	1:42 – 2:24
7 <sup>th</sup> Period	2:24 – 3:10
8 <sup>th</sup> Period	3:10 - 4:10

## ATTENDANCE – COMPULSORY ATTENDANCE

In Texas, all children between the ages of 6 and 17 (depending on the child's birthday) are required to attend school unless exempted by law. It is the legal responsibility of each learner's parent or guardian to see that his/her child is in attendance. Texas Senate Bill 1 states that the learner will lose credit for a class if he attends less than ninety percent (90%) of the days. Refer to the ECISD Learner Handbook for detailed information regarding compulsory attendance.

## ATTENDANCE – ABSENCES

Regular school attendance is vital to educational development. Appointments should be scheduled, if possible, at times when the learner will not miss instructional time. Whenever a child is absent, parents must submit a note to their child's facilitator providing information regarding the absence. Notes should include: the full name of the learner, the date or dates the learner was absent, the reason for the absence(s), and the signature of the parent or guardian. Should a learner be absent three or more consecutive days in duration, a signed note from the doctor should be submitted indicating the date of treatment and the date the learner may return to school. Learners should submit any absence notes to his/her classroom facilitator for office submission with the written daily classroom attendance report. **Please note, parents must submit any absence notes within three days of the absence.** Upon receipt in the office, absence notes will be time/date stamped and processed.

## ATTENDANCE – TARDIES

We encourage parents to see that children are at school on time each day. Tardy learners miss out on a vital portion of our day. Additionally, tardy learners disrupt the classroom when entering late. If a learner arrives late to school, he/she should report to the office. Office personnel will give the tardy learner a permit to enter class. Late learners should walk to their classrooms as the instructional day has already begun. The learner will be counted tardy unless it was the result of school transportation problems or excused by the office. If the learner has a morning doctor's appointment, it is important that he/she bring a note from the doctor when returning to school that day. This allows us to count the learner present for the day.

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the ECISD Learner Code of Conduct.

## BEHAVIOR EXPECTATIONS

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and will have a maximum opportunity to learn. All learners have a right to learn; therefore, no child will be permitted to disrupt the learning environment. Behavior expectations will be posted in all classrooms and communicated to students and parents at the beginning of the school year. Learners who choose to disrupt the learning process for themselves or others will be sent to the school administrators for appropriate disciplinary action. Behavior intervention decisions will be determined by reviewing: the seriousness of the offense/offenses, the learner's age and grade, the



frequency of the misconduct, the learner's attitude, the potential effect of the misconduct, and the interference of current behaviors with the learner's ability to learn. It should be also noted that learners who have frequent classroom behavior violations and/or office referrals, will not be permitted to remain at NTO. Learners may be assigned back to their home high school. Parents will be notified of any action taken.

## **GIFTS**

Due to guidelines from the state, no treats (birthday, reward, etc.) may be distributed during the course of the instructional day when meals are served. No gifts, flowers, or balloons are allowed for delivery to learners at school.

## **TRANSPORTATION**

### **School-Sponsored Trips**

Learners who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the learner be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all learners living two miles or more from school. This service is provided at no cost to learners. Bus routes and any subsequent changes are posted at the school.

Learners are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, learners are held to behavioral standards established in this handbook and the Learner Code of Conduct.

Learners must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Fasten their seat belts, if available.
- Do not engage in bully and/or gang activity
- Be seated while the vehicle is moving
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle
- Misconduct will be punished in accordance with the Learner Code of Conduct; bus-riding privileges may be suspended.

## BUS BEHAVIOR CONSEQUENCES

The following consequence levels shall be typically followed. The administrator (typically from the Transportation Department) will also keep in mind the following information to determine if a more severe consequence should be employed: the seriousness of the offense/offenses, the learner's age and grade, the frequency of the misconduct, the learner's attitude, and the potential effect of the misconduct. Parents will be notified of any action taken. Additionally, campus administrators will be notified by the Transportation Department via e-mail of any bus suspensions.

- 1<sup>st</sup> Offense – Verbal and written warning.
- 2<sup>nd</sup> Offense – Incident report. Administrator and parent notified.  
Bus suspension for one-three days.
- 3<sup>rd</sup> Offense – Bus suspension for the remainder of the semester or school year and not less than thirty days.

## Parent/Learner Parking Rules & Regulations

1. Learner must have a valid TEXAS driver's license with picture not temporary ID or permits.
2. Insurance must list vehicle and learner as insured driver.
3. The cost of the parking decal will not exceed \$35.00.
4. Must not sit in or on your parked vehicle while on campus. This includes before and after school.
5. Only return to your vehicle when you are ready to leave the campus.
6. No standing around or congregating in the parking lot at any time.
7. Reckless or careless driving in the parking lot will result in loss of parking privileges.
8. Learners may only park in the designated learner area.

### Penalty for violations:

- |                 |  |
|-----------------|--|
| 1 <sup>st</sup> | Written Warning/Notice   |
| 2 <sup>nd</sup> | A boot will be placed on the vehicle - \$35.00 fine for removal. |
| 3 <sup>rd</sup> | Towing at owner's expense.                                       |

## NTO CAFETERIA BREAKFAST & LUNCH

ECISD participates in the National School Lunch Program and offers free and reduced meals for learners who qualify. The campus is a closed campus for breakfast and lunch. Learners are **not allowed** to leave for breakfast or lunch. Learners are **not allowed** to be picked-up for off-campus lunch. Learner behavior in the cafeteria is based on trust, respect and responsibility.

## **CAFETERIA EXPECTATIONS**

- Learners should use polite table manners while eating.
- Learners should remain seated until dismissed.
- Learners may not play with food, tray, or trash.
- Learners should clean up after eating and dispose of all trash upon dismissal.
- Learners must remain in the cafeteria area.

## **CONFIDENTIAL LEARNER INFORMATION**

School records and confidential learner information will only be released with written permission from a learners' legal parent/guardian. School staff members are not able to discuss or reveal confidential information about learners, except to their own parent/guardian. This includes behavior consequences, medical information, etc.

## **SAFETY DRILLS/EVACUATIONS**

Regular fire, tornado, stranger alert, and fire drills are required in every public school. Monthly fire drills will be conducted while tornado, stranger alert, and bus drills will occur periodically during the school year. We ask that all visitors exit the building along with the learners and staff during all drills. School evacuation diagrams are posted in each classroom.

## NEW TECH ODESSA GRADUATION REQUIREMENTS

	<b>Distinguished Program</b>	<b>Recommended Program</b>
English/ELA	4.0 Credits	4.0 Credits
Mathematics	4.0 Credits	4.0 Credits
Science (IPC not allowed for distinguished program)	4.0 Credits	4.0 Credits
Social Studies	4.0 Credits	4.0 Credits
PE	1.0 Credits	1.0 Credit
Comm. App. (Speech)	.05 Credit	.05 Credit
Foreign Languages	3.0 Credits ( Same Language)	2.0 Credits (Same Language)
Fine Arts	1.0 Credit	1.0 Credit
Electives	4.5 Credits	5.5 Credits
Other Measures	*Please See Below	
<b>TOTAL</b>	<b>26 Credits</b>	<b>26 Credits</b>

ALL LEARNERS ENTERING NEW TECH ODESSA SHALL BE ON THE DISTINGUISHED ACHIEVEMENT PROGRAM UNLESS ADMINISTRATION HAS PERMITTED FOR THE LEARNER TO TAKE COURSES UNDER THE RECOMMENDED PROGRAM.  
 .....

The learner must achieve any combination of four of the following advanced measures in order to complete the requirements of completing the Distinguished Achievement Program are listed below:

1. - Original research/project that is judged by a panel of professionals in the field of focus under the direction of a mentor and related to the Texas Essentials Knowledge and Skills required curriculum.
2. - A score of three of above on the College Board Advanced Placement examination
3. A score on the PSAT that qualifies a learner for recognition as commended or higher be the National Merit Scholarship Corporation.
4. - College courses with a grade of 3.0 or higher on courses that count for COLLEGE CREDIT, including any tech-prep courses.

Course courses will be taught as Pre-AP and AP or Dual credit depending on the availability and class setting.

## **NEW TECH ODESSA LEARNERS ARE ALSO REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO GRADUATION:**

### **12 Hours of College Credit**

Learners will have the opportunity to earn college credit through various learning paths at NTO. The learners will be taking Advanced Placement Courses and testing for AP exams if they earn a score of 3, 4, or 5 the learner may have the possibility of being awarded credit at the college level. In addition, learners will be given multiple opportunities their junior and senior year to take dual credit course for college credit.

### **40-50 Hours of Community Service**

NTO supports and encourages learners to participate in volunteer work and community service. NTO will collaborate with the Board of Friends and the community to provide learners with the opportunities to engage in their community. The NTO learners will develop an appreciation of our common humanity and be able to recognize that one person's actions can affect others.

## **NTO LEARNER CAREER EXPERIENCE**

### **Job Shadowing**

Juniors will be expected to complete a job shadowing experience beginning the summer before their junior year and the end of the 11<sup>th</sup> grade school year. The job shadowing experience will provide learners with real world exposure to the professional work environment.

### **Career Internship**

The internship provides learners with an ongoing opportunity to apply what they are learning to actual work experience. Internships also provide the learner with an effective path to gain experience and start making contacts in their field of interest.

## **SENIOR CAPSTONE EXPERIENCE**

The capstone experience is embedded in the NTO overall four- year journey and career experience. This is the culminating academic event for all Senior Learners. Learners demonstrate and present their work completed in the four-year academic program at NTO, their community involvement, career experience and mastery of the NTO learning outcomes in the Capstone experience presentation.

**NTO PROFESSIONAL DRESS CODE – Learner will have to call parent or wear campus assigned clothing if not dressed within the NTO Professional Dress Code Standards.**

#### **HOT ITEMS NOT ALLOWED**

- **No burnout tops, strapless tops, backless/holes tops, tube tops see through tops or see through tops with spaghetti straps underneath**
- **No Spaghetti strap type tops, low cut or revealing tops**
- **No Tank tops or doubling on tank tops**
- **No Over the shoulder tops**
- **Tops must be at least three adult fingers wide on shoulder**
- **Short skirts/shorts.** Must be no shorter than **three inches** from the top of kneecap and hemmed.
- **No extremely tight clothing- No leggings- pants must have seams.**
- **No caps or hats in the building**
- **Extremely torn clothing will not be permitted.** All clothing must be hemmed.
- **No holes above the knee in pants, shorts or skirts**
- **No pajamas or house shoes allowed**
- **No body piercing** (other than normal earrings) - **examples: nose rings, tongue, lip, eyebrow piercing.**
- **No shaved hair designs**
- **Tattoos or appearance that affects the education environment are not allowed.**

**Inappropriate clothing/styles of dress** include, but are not limited to the following examples:

- **Baggy or Saggy pants/shorts.** Extremely wide legs are not allowed. Wide leg jeans in the proper waist size are generally acceptable. Pants must be appropriate size for wearer. Pants/shorts must be worn at the waist. **No SAGGING!**
- **Athletic style tank tops/muscle shirts or underwear-type shirts.** Basketball-type jerseys will not be worn either by themselves or over T-shirts.
- **Extremely long/big shirts.** Any shirt/blouse that is longer than the fingertips or that has shirrtail is to be tucked in the pants/skirt/shorts.
- **No Trench Coats**
- **No under clothing showing at any time.**
- **Any type of clothing or jewelry or make-up including T-shirts** that advertise, support or display inappropriate language, gestures, tobacco, alcohol, illegal drugs, violence, or Satanic philosophy. This includes T-shirts that display certain musical groups, performers or movies that are alleged to support any of the above.
- **Any style of grooming or clothing** that could be associated with gang membership or that might cause disruption to the educational process will not be allowed.
- **Bare Midriiffs, bare shoulders, backless wear or see through clothing** are NOT permissible.
- **Hats, bandanas, caps, hairnets, sunglasses.** Not to be worn at any time.
- **Excessive make-up.** This includes black lipstick, extremely heavy mascara and/or eyeliner. Etc.
- **Unnatural hair color/design.** Such as red, purple, green spray, dye or extreme modes of hair design.
- **Learners must wear shoes all the time.** Not allowed are bathroom slippers or footwear not intended for outdoor wear or shoes equipped with roller blades/wheels.

## **LEARNER ID**

Learners must wear their NTO Learner ID during the scheduled school day. The learner is responsible for the cost of replacing their ID if it is lost or misplaced. The replacement cost for a Learner ID is \$5.00.

## **TELECOMMUNICATIONS DEVICES, INCLUDING CELL PHONES**

For safety purposes, the district permits learners to possess telecommunications devices, including cell phones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A learner who uses a telecommunications device during the school day will have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Any disciplinary action will be in accordance with the Learner Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

## **OTHER ELECTRONIC DEVICES**

Learners are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, facilitators will collect the items and turn them in to the principal's office. The principal will determine whether to return items to learners at the end of the day or to contact parents to pick up the items.

Any disciplinary action will be in accordance with the Learner Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

## **INAPPROPRIATE USE OF TECHNOLOGY**

Learners are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Learner Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **MAKEUP WORK BECAUSE OF ABSENCE**

For any class missed, the facilitator may assign the learner makeup work based on the instructional objectives for the subject or course and the needs of the individual learner in mastering the essential knowledge and skills or in meeting subject or course requirements.

A learner will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the facilitator. A learner who does not make up assigned work within the time allotted by the facilitator will receive a grade of zero for the assignment.

A learner will be permitted to make up tests and to turn in projects due in any class missed because of absence. Facilitators may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to learners.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each learner's grades or performance and absences in each class or subject are issued to parents are issued once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's performance in any course near or below 70, or below the expected level of performance. If the learner receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the facilitator of that class or subject.

Questions about grade calculation should first be discussed with the facilitator; if the question is not resolved, the learner or parent may request a conference with the principal.

## **SAFETY**

Learner safety on campus and at school-related events is of the highest priority for the district. Although the district has implemented safety procedures, the cooperation of learners is essential to ensuring school safety. A learner should:

- Avoid conduct that is likely to put the learner or others at risk.
- Follow the behavioral standards in this handbook and the Learner Code of Conduct, as well as any additional rules for behavior and safety set by the principal, facilitators, or bus drivers.
- Remain alert to and promptly report to a facilitator or the principal any safety hazards, such as intruders on campus or threats made by any person toward a learner or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of facilitators, bus drivers, and other district employees who are overseeing the welfare of learners.



## **SCHOOL FACILITIES**

### **USE BY LEARNERS BEFORE AND AFTER SCHOOL**

Certain areas of the school will be accessible to learners before and after school for specific purposes. Learners are required to remain in the area where their activity is scheduled to take place. Unless the facilitator or sponsor overseeing the activity gives permission, a learner 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 facilitator, learners must leave campus immediately. **ALL LEARNERS MUST BE PICKED UP BY 5:30 P.M. THE BUILDING DOORS WILL BE CLOSED AT 5:30 P.M. LEARNERS WILL HAVE TO WAIT OUTSIDE OF THE BUILDING.**

### **CONDUCT BEFORE AND AFTER SCHOOL**

Facilitators and administrators have full authority over learner conduct at before-school or after-school activities on district premises and at school-sponsored events off district premises, such as during Saturday school, club meetings, and special study groups or tutorials. Learners are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Learner Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **USE OF HALLWAYS DURING CLASS TIME**

Loitering or standing in the halls during class is not permitted. During class time, a learner must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Learner Code of Conduct.

## **SEARCHES**

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

## **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the learner. A learner has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. All vehicles driven to school must maintain an NTO permit and be in the school's database

## **TRAINED DOGS**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or learner belongings may also be conducted by trained dogs when learners are not present. An item in a classroom, or a vehicle to which a trained dog alerts may be searched by school officials.

## STAAR

The STAAR program at the high school level will consist of 5 end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History.

## TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to learners free of charge for each subject or class. Books must be covered by the learner, as directed by the facilitator, and treated with care. Electronic textbooks and technological equipment may also be provided to learners, depending on the course and course objectives. A learner who is issued a damaged item should report the damage to the facilitator. Any learner failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the learner will be provided textbooks and equipment for use at school during the school day.

## VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Learners will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Learner Code of Conduct.

## VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor learner behavior, including on buses and in common areas on campus. Learners will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document learner misconduct. Discipline will be in accordance with the Learner Code of Conduct.

## VISITORS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

**Only parents and directly related family members may visit learners during lunch, but must adhere to the lunch times assigned.**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and facilitator and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.