

JOHN P. STEVENS HIGH SCHOOL

CAMPUS POLICY

2018-2019

JOHN PAUL STEVENS HIGH SCHOOL ADMINISTRATION

Harold Maldonado..... Principal
Wendy Reyes..... Vice Principal
David Mayer Academic Dean
Oscar Garza Assistant Principal
Tanya Stivors Assistant Principal
Miranda Snider..... Assistant Principal
Arnulfo Guajardo..... Assistant Principal

GUIDANCE COUNSELORS

Linda Luna..... Head Counselor
Merida Benavides Counselor
Ruby Bible Counselor
Evie Edwards Counselor
Stephanie Garcia Counselor
Laurel Malloy Counselor
Lindsay Manfull..... Counselor
Veronica Ochoa..... Counselor

LIBRARIAN

Terry Palin

DEPARTMENT COORDINATORS

Patrick Tejada - IT Coordinator	Heather Charles - Math Coordinator	Christine Keyser-Fanick - Yearbook/Jour. Director
Tommy Carrillo - PE Coordinator	Gabriela Aguilar - Int'l Languages Coordinator	Lt. Col. Peter Godwin - Sr. ROTC Instructor
Angela Taylor - Spec. Ed Campus Coordinator	Tanya Tilbury - CMC At Risk Coordinator	Maria Rancapan - Art Director
Claudia Bialaszewski - Spec. Ed Dept. Coordinator	Katherine Causey - Dance Director	Michael Murphy - Choir Director
Carrie Knowles - Business Coordinator	Juan Calderon - Theatre Arts Director	Nicole Christensen- Orchestra Director
Gina Austin - Science Coordinator	TBA - Cheerleading Director	Maria Cisneros - GT Director
Anthony Perez - English Coordinator	MaryAnn Srulowitz - Pep Squad Sponsor	Benita Campos - Fam. Consumer Sci. Coordinator
Brandon Utterback- Social Studies Coordinator	John Dominguez - Band Director	Conrad Hernandez- Athletic Coord.& Head Football
Coach		

Section A

Campus Policy

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A Message From The Stevens Administration

To Students:

Welcome to John Paul Stevens High School. The beginning of each school year represents an opportunity for you to reflect upon your personal goals and expectations. It is our hope that you will achieve your highest potential in all your endeavors.

This handbook has been prepared by the administration of John Paul Stevens High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. It is for your guidance in understanding some basic policies around which your school functions. Please read carefully and abide by these rules and regulations.

We want you to consider the following.....

1. We are what we repeatedly do. Success is a habit.
2. Successful preparation for life is a significant challenge, it demands, a well-developed capacity to be self-directed and the ability to negotiate obstacles.
3. Perseverance is the key to accomplishing great things.
4. School spirit is not determined by what the school gives to you, but by what you give back.
5. Stevens High School is a diverse community. Our students represent many cultures, races, origins, ethnicities, etc. Students choose to express themselves in different ways; perhaps by the groups that they associate with, the type of clothes that they wear, the type of music they listen to, or the clubs and activities that they participate in. Who students are and how they choose to express themselves should not subject them to ridicule or rejection from others. Diversity must not separate us, it must bring us together and make us stronger.

To Parents:

Please make every effort to encourage your child to attend school regularly and punctually. Poor grades can often be attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about Stevens High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary.

The cooperation of school patrons, based on the knowledge and functions of the school, will result in a more efficient and successful school program.

John Paul Stevens

John Paul Stevens (born April 20, 1920) served as an Associate Justice of the Supreme Court of the United States from December 19, 1975 until his retirement on June 29, 2010. At the time of his retirement, he was the oldest member of the Court and the third-longest serving justice in the Court's history. He was nominated by President Gerald Ford to replace the Court's longest serving justice, William O. Douglas. Ford praised Stevens in 2005: "He is serving his nation well, with dignity, intellect and without partisan political concerns." Justice Stevens authored the majority opinion in 2001 that provided for equal access for disabled athletes, specifically allowing a disabled golfer to use a cart during PGA competitions (PGA v Martin). He also wrote the majority decision that the Constitution does not grant a sitting President immunity from civil litigation (Clinton v Jones). Justice Stevens is highly respected for his integrity, honesty and impartiality.

ALMA MATER

John Paul Stevens, Our Falcon Pride is shining,
Your Hallowed Halls, We Honor and Respect.
True to the Red, Black, Silver we Will Give Our Best
We'll Cherish You, Dear Stevens High School Faithfully

FIGHT SONG

Fight Mighty Falcons Reaching New Heights,
John Paul Stevens High School Victory's in Sight,
Red, Black and Silver We're Here To Stay,
We're Proud Mighty Falcons Soaring All The Way.

MASCOT

Falcon

SCHOOL COLORS

Black, Red and Silver

Campus Staff

Your Principal, Harold Maldonado

The Principal is responsible to the Superintendent of Schools for proper administration of John Paul Stevens High School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems or concerns.

Vice Principal, Assistant Principals, and the Academic Dean

The Vice Principal, Assistant Principals and Academic Dean work directly with the Principal in the administration and organization of the school. The Vice Principal and Assistant Principals are in charge of student attendance and discipline. The Academic Dean works directly with the Principal in the administration of the instructional program of the school. The Academic Dean works closely with the teachers and department coordinators to ensure student success.

Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are responsible for carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. As classroom leaders they are responsible for supervising and directing all students in the pursuit of their education. Your teachers will be on duty each school day at 8:15 a.m. and will remain after classes for the purpose of helping any student desiring to report at this time.

Campus Secretaries

The secretarial staff is available to help administrators, teachers, and patrons with situations that deal with day-to-day operation of the school.

Counselors

The counseling staff at John Paul Stevens High School has a variety of responsibilities. Some of them are as follows:

Helping students learn to make decisions and accepting responsibility for them.

Guiding students to set realistic educational and career goals.

Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data.

Encouraging students to broaden their experiences by involvement in activities in high school and in the community.

Students should see their counselors about any of the following:

Scheduling

Pre-registration

Course choices

Standardized tests, including college admission tests

Cumulative permanent records

College choices

Financial aid

Career planning

Interpersonal relationships: student, teacher, parent

Instructional Assistants

The primary role of an Instructional Assistant is to help teachers in the necessary educational, clerical, and record keeping tasks of our students.

Police

The Northside ISD Police Department operates 24-hours a day and is dedicated to the safety and welfare of all students, faculty, staff and visitors of the District and the protection of District property. The Department works closely with all local municipal police departments, state and Federal agencies, and other school district police departments in the Bexar County area. The NISD Police Department consists of state Licensed Peace Officers and civilian employees who provide office support and 24-hour dispatch. John Paul Stevens High School has three campus officers. Students who break the law will be held accountable. NISD police are fully commissioned by the State of Texas. Campus police officers reserve the right to write on campus tickets for parking/traffic violations. Parents/students will be held responsible for any violations that take place on campus to include fines which will be added to the fines/fees obligations.

ACADEMICS

John Paul Stevens High School functions on the basic philosophy that the school is primarily and ultimately established for the students. No other element associated with our learning facility is more important.

Academic courses are set, designed, and periodically revised for the purpose of supplying our students with opportunity and exposure to the areas they will encounter in their community careers and adult lives. Relevance of classroom experiences is of utmost concern; therefore, instructor motivation and enthusiasm become as much an integral part of any lesson as the student himself. Mutual existence of academic disciplines and extracurricular activities is encouraged, as our faculty feels that the well-rounded student is the primary goal.

Incorporating instructional techniques that focus on the needs of the community and individual student further enacts our school's academic philosophy. The faculty's personal concern and interest in the students enable us to meet our goals of teaching academics as well as fostering concern for others. Within such an atmosphere, mutual respect, as well as firmness and guidance, is a major element of our academic philosophy. Leadership and guidance provided by the administration and counseling staff offer the student additional resources by which he may help himself become more aware and confident with a new and better self image.

It is our hope that most of our students will pursue further education, but we strive to provide diverse academic, vocational, and social experiences.

ACADEMIC OBJECTIVES

- To convey the concept of relevance in disciplines offered.
- To develop thinking skills which promote higher cognitive achievement.
- To develop skills in effective written and oral communication of varying purposes.
- To provide experiences of study and understanding of classical and contemporary literature.
- To develop skills of functional mathematics as well as abstract reasoning skills.
- To encourage and develop an appreciation, interest and understanding of man's past and present, and to apply his knowledge to man's role in the future, through the social sciences.
- To instill scientific interest, curiosity, and thereby a scientific approach to the study of the student's ever changing world.

- To provide experience in the technical, practical, and theoretical aspect of fine arts thereby fostering interest, knowledge, and appreciation of such arts.
- To provide a basic knowledge of physical and mental fitness, and opportunities for maintaining a sound and healthy body through physical and athletic programs.

ACADEMIC POLICIES

1. All students must carry a full-day of classes each school year unless they are in one of the career and technology cooperative programs. Seniors are allowed "off-campus" periods as prescribed by District policy and state law.
2. Students wishing to take courses in summer school, night school, or by correspondence must obtain written permission from their counselor before enrolling. District limitations on credits earned by these methods will be followed.
3. Credits are awarded per semester in all subjects. Credit will be awarded in a full year course when the average of two semester grades during the same school year equals 70 or higher. Grades will not be averaged between different school years or with summer school. Credit denied because of absences will not average with a passing semester. Evening High school will not average with any other grades.
4. When offered, structured study hall is considered a regularly scheduled non-credit class. Its primary purpose is to provide a place for students to study and work quietly with the assistance of a teacher for tutoring or remediation. Students are not to be excused from the study hall without a signed pass from the teacher requesting these students.

SCHEDULE CHANGES

Schedule changes will be limited to those judged by the Dean/Vice Principal and/or counseling department to be within school guidelines and in the best interest of the student. No schedule changes will be made except for urgent and substantiated reasons. If a student believes that he/she has been incorrectly placed in a class, a request for a change may be made in the counselor's office or to the Academic Dean.

Advanced placement Courses

Approval for exiting an AP class will be determined by the student's performance, and teacher's recommendation. In the event there is not an appropriate course into which to exit, or in the event class loads in other courses are negatively impacted, students will be expected to remain in the AP class and do their best until the end of the school year. Students may drop from an Honors course to a regular course if a corresponding regular course is offered. Students may drop as follows:

- At the end of the first six weeks with Academic Dean approval and teacher/parent conference.
- At the end of the first semester with Academic Dean approval and teacher/parent conference.

Students may not audit courses.

LIBRARY POLICIES

The library has a varied collection of books and electronic sources and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students equal opportunities to use the library materials in an atmosphere conducive to learning.

The monetary investment in the library is enormous. You are expected to show respect for and to take care of library items.

John Paul Stevens Library Policies

Library Mission Statement: In support of the academic missions and strategic plan of the Northside Independent School District and District Library Services, the library program at John Paul Stevens High School provides opportunities for equal access to information for curricular needs and for students' natural curiosity and thirst for knowledge. By developing effective users of information, independent life-long learners, and models for exemplary citizenship, the library supports academic achievement and success for all learners. Recognizing the uniqueness of each student, the library supports and will provide information for all learners as they discover who they are and as they find their places in the school community, local community and the world.

The Stevens Library is open from 7:30 am to 4:20 pm on school days and provides an ideal educational environment for you with a quiet and relaxing atmosphere.

You do not need a pass to come to the library before and after school. However, you will need a pass signed by a teacher or administrator to come to the library during the school day and during lunches.

You should present the pass at the Circulation Desk and sign in. Stamp your pass on the time clock. You will need to sign out when you leave. You are expected to remain in the library for the entire period unless your teacher has specified a return time on the pass. If you are in the library as part of a class, you do not need to sign in or out.

A Stevens I.D. is required to check out any library item. Books may be checked out for a three-week period and renewed once. Videos and DVDs may be checked out for one week and cannot be renewed. Magazines are not circulated.

You may check out up to three items at a time. However, you are not allowed to check out books for other students.

Overdue notices will be sent out occasionally. It is your responsibility to pay attention to the date library materials are due and return these items promptly.

You are responsible for lost or damaged items checked out in your name. If a book, which has been lost and paid for, is found in good condition within a year, the money will be refunded.

All payments for lost library books must be settled by the end of each semester. The Stevens' policy is that payment must be in cash. No checks can be accepted.

The library is used by students, teachers and staff for a variety of academic and leisure reasons. It is important that an atmosphere conducive to study is maintained. While quiet conversation is encouraged, if you disrupt other library patrons or the quiet atmosphere, you will be sent back to class.

The Stevens Library maintains a collection of online databases that are available for use in school and at home. These can be accessed from the library web page. You can obtain a list of I.D.'s and passwords for the databases from the library staff.

You must have a Northside AUP signed by your parents on file to use the library computers and other computers on campus. We can make no exceptions to this Northside policy.

The Library Café is open before school from 8:30 am to 9:50 am and at lunches for coffee, tea, hot cocoa, and biscotti. No food items from the school cafeteria may be brought into the library at any time.

ATTENDANCE

ABSENCES

Minimum Attendance for Class Credit Law

THE MINIMUM ATTENDANCE FOR CLASS CREDIT LAW (Texas Education Code 25.092) STATES THAT A STUDENT MAY NOT BE GIVEN CREDIT FOR A CLASS UNLESS THE STUDENT IS IN ATTENDANCE FOR AT LEAST 90% OF THE DAYS THE CLASS IS OFFERED, EXCEPTIONS PROVIDED IN SCHOOL DISTRICT POLICY. (Please refer to Section "D" of this booklet for a complete explanation of the law.)

Missing a Bus

A student who misses the bus must make every effort to get to school because all classes missed are counted against his required attendance. All buses for Stevens High School are based out of South Transportation on Hunt Lane. The phone number is 397-0250.

Arrival at School

Once the students arrive on campus they are not to leave without checking with the attendance office. For permission to leave school refer to Section D of this handbook or the Readmission Procedure on this page.. Once students are on campus in the morning, they are not allowed to leave without parent permissions.

Tardies

Students are expected to be in class on time. Excessive tardies will result in progressive disciplinary action for each infraction.

Verification of Absences

When a student is unable to attend school, the parent will need to provide written documentation to the attendance office to report the cause of absence. Documentation must be provided within three (3) school days. Documentation can be provided in the form of a parent note or doctor note; however, a parent note may not be accepted if a student is placed on an attendance warning note per the compulsory attendance law.

Absences – Excused vs Unexcused

- On the day following an **absence** the student will report to the Attendance Office and present a written excuse before school. The note will be kept in a file under the student's name, however, if a copy is requested, one will be made. The attendance office will update the student's attendance record, if necessary.. Parent notes, doctor's notes, and other forms of documentation will only be accepted up to 3 days after the absence. Any note provided later than defined above must be approved by an administrator.
- Excused Absences:
 - Personal illness
 - Family funerals
 - Personal medical appointments
 - Court appointments with subpoena
 - Church/religious trips with documentation, as defined by the Texas Education Code
- Unexcused Absences:
 - Car trouble/flat tire
 - Missing the bus/ride
 - Overslept
 - Renewing driver's license
 - Caring for a family member
 - Busy traffic
 - Court appointments for a traffic violation
 - Notes without all pertinent information
 - A confirmed truancy
- If a student fails to bring a note, the absence will be left unexcused.
- If a student attending **only part of the school day** due to appointments, a parent/guardian must report to the Attendance Office with a **valid picture ID** to sign the student out. When the student arrives to school late without any documentation, the student's absence will be considered unexcused. The unexcused absence will be coded as either AT (absent by tardy), or UA, for each class the student is absent the entire period. **It is advised that students inform their teachers about any planned absences prior to the absence.**
- Students who arrive after 9:05 AM due to tardiness will be counted AT (absent by tardy), as mentioned above. This is an unexcused absence.
- Students missing more than **15 minutes of any class** are considered absent for the period and will need an appropriate pass to enter class.
- If there is a question concerning the validity of any note the student will be referred to an administrator for verification.

Leaving School During the Day

Students who become ill during the day must be excused by the attendance office, by way of the nurse/health clinic. A student who has a documented appointment with a health care professional during regular school hours will be considered present all day for every class if the student returns to school on the same day of the appointment, and provides a doctor's note as documentation of the medical appointment. The parent/guardian must sign the student in and out at the attendance office on the medical log sheet. Students will not be permitted to leave campus without parent consent. Students are not permitted to sign-out from school without parent consent. This includes adult students.

Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up may result in a grade of "0". Unexcused absences and trancies may be made up, although the grade may be reduced (as would be the case for late work).

Extended Absences

Parents are requested to contact campus administration if a student is expected to absent for an extended period of time.

Attendance Recovery

The Campus Attendance Committee has designated Attendance Recovery as a way to make up excessive absences. Attendance Recovery gives students the opportunity to remove absences for credit purposes. Each one hour session of Attendance Recovery is equivalent to a class period. Attendance Recovery dates, times, and location will be announced throughout the school year. Please note that Attendance Recovery is for credit purposes only, and will not redeem a student from truant behavior, nor reverse a referral to truancy court.

Waiver for Excessive Absences

To regain credit due to excessive absences for extenuating circumstances (illness etc.), students may attend Attendance Recovery and /or submit a request for a waiver of the absences. Waivers are only approved by the campus attendance committee for extenuating circumstances outside of the student's control. Contact the attendance office concerning waivers and their requirements.

VERIFICATION OF ENROLLMENT (VOE)

In order for a student to obtain a Verification of Enrollment and Attendance Form (VOE/TEA Form) to obtain a driver's license, the student must be in attendance for 90% of the days the class was offered in the previous semester. For example, if the student is seeking a VOE/TEA Form for the Spring, issuance of the form will be based on attendance of each class in the previous fall semester. Requirements to receive a VOE/TEA Form to obtain a driver's license are as follows:

- Any student who was in attendance 90% of the days the class was offered in the previous semester will be eligible to receive a VOE/TEA Form.
- Attendance Recovery does not correct student attendance, or allow a student to regain eligibility for a VOE/TEA Form.
- Students can submit VOE/TEA Forms once each semester. Additional forms will not be accepted.
- You must request a VOE/TEA Form in the Attendance Office, at least 24 hours in advance for it to be processed.
- Once requested, the form can be picked up from the Attendance Office

GENERAL INFORMATION/ CONDUCT

Bell Schedule

Stevens High School operates on an 8 period bell schedule. Lunch is during periods 4, 5 and 6. Students may only enter the building through the front doors or the bus loop doors. Students are expected to be tutoring or approved school activities no later than 4:20 PM. Students found loitering will be asked to leave the building. Disruption and / or inappropriate behavior after school will result in disciplinary action and a Criminal Trespass Warning issued by NISD police.

Schedule 1: Regular Bell Schedule

8:30	Enter the Hallways
8:44	Warning Bell
8:49	1 Minute Bell
1 st period	8:50-9:37
2 nd period	9:43-10:47
3 rd period	10:53-11:40
4 th period	11:46-12:33
5 th period	12:39-1:26
6 th period	1:32-2:19
7 th period	2:25-3:12
8 th period	3:18-4:05

Schedule 3: Late Start Bell Schedule

8:30	Enter the Hallways
8:44	Warning Bell
8:49	1 Minute Bell
1 st Period	9:05-9:51
2 nd period	9:57-10:53
3 rd period	10:59-11:45
4 th period	11:51-12:37
5 th period	12:43-1:29
6 th period	1:35-2:21
7 th period	2:27-3:13
8 th period	3:19-4:05

Beginning / End of School Day

Students may not enter the building before 7:30 AM. In case of bad weather, accommodations will be made. Once a student arrives on campus they may not walk off campus to the local business or to any other destination. This will result in disciplinary action. Students are also not allowed to walk off campus during lunch hours. At the end of the school day, students are expected to exit the building quickly. Any student found loitering in the hallways after 4:20 will be asked to leave campus. Students loitering on the front porch after 4:30 may be brought back into the building and made to wait in an assigned area until a parent arrives.

Beverages From Outside Sources

Students are prohibited from bringing beverage containers from outside sources. Examples include: Energy Drinks, Slushies, Cups of Soda, Coffee Cups, Sport Bottles etc.

Change in Name, Home Phone Number, or Address

The Attendance Office should be informed of any change in a student's name, phone number, or address. Any updates to student information/records must be made in person, and will not be conducted over the phone. To make such changes, the parent/guardian must report to the Attendance Office, and be prepared to provide sufficient documentation to support the change. Only a student's legal guardian with photo identification can update a student's records. It is important that the school have updated information in the event of an emergency.

Bicycles / Skateboards

Bicycles may be locked up at the fence by the football field or the railing at the band practice pad. Skateboards are not permitted on campus. They will be confiscated and returned to a parent.

Clubs / Class Sponsored Activities

Club or class sponsored activities, such as dances, and socials are organized at Stevens High School under the sponsorship of the school specifically for the students of Stevens High School. All social events will be after school with the approval of the Principal. An evening event carries with it the obligation of hiring a custodian and a police officer for the duration of the event. In addition, each organization is to have a clean-up committee for the purpose of cleaning the location of the activity. Club sponsors and officers must complete the proper form for events and have their event placed on the school calendar. Students participating in club and class-sponsored activities are subject to school policy and supervision while in attendance.

Class Dismissal

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class.

Conference Period

Each teacher is assigned a conference period as part of his or her teaching assignment. This period is set aside to give the teacher an opportunity to develop plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the Principal's Secretary.

Confiscated Items (hats, caps, electronic devices, skateboards, musical instruments etc.)

Students are strongly advised to leave these items at home. MP3 players, phones, hand-held games, musical instruments (if not used for band), skateboards, headphones, CD's, CD players etc. should not be used on campus. These items may be confiscated. THESE ITEMS WILL BE SECURED IN THE VICE PRINCIPAL'S OFFICE AND WILL BE RETURNED ONLY TO A PARENT AT THE END OF THE SCHOOL DAY. Upon a student's 3rd occurrence of any confiscated item, the student may be suspended and / or prohibited from possessing the item while at school.

Corridor Pass

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed and dated by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass. Each teacher will develop policies related to the use of hall passes in compliance with administrative directives.

Deliveries / Forgotten Items / Parent Visits With Students

Gifts of any kind will not be delivered to students. This includes flowers, balloons, cakes and/ or other celebration items. These items must also not be brought to school. Delivery of food from outside sources is prohibited, and deliveries will not be accepted on students' behalf. Parents wanting to deliver items to students such as school work or other school related items may give the item to the person working the front desk. The student will be called to collect the item when he/she is not in class. Students will not be called from class to collect items / visit unless approved by an administrator. Acceptance of these items does not imply liability. Cash will not be accepted for delivery.

Detention Hall

Students may be assigned to D-Hall by an administrator as needed. Detention is every day during lunch, before school and after school.

Disruption

The academic and social environment of Stevens High School will be upheld by faculty and staff. Students choosing to disrupt class or the academic environment will be subject to disciplinary action.

Dress Code

The responsibility for the appearance of the students at Stevens High School rests with the students and parents. Personal dress should demonstrate respect for self and others. Clothing which displays or suggests vulgarity or obscenity, racial slurs, promotes the use of drugs, alcohol, or tobacco, or is excessively revealing is not permitted. Wallet chains, jewelry, or accessories that can be considered dangerous are not permitted. Refer to Section D of this handbook for NISD Board Policy.

Students will not wear...

- Shorts (as per NISD Board Policy)
- Excessively Long Tee-Shirts / Tall Tee's (admin. discretion)
- Sunglasses on head
- Do-Rags
- Headbands
- Tank tops are not permitted. Shirt straps on the shoulder should be the width of a typical ID card
- Removable teeth caps a.k.a. "Grills"
- Facial Piercing / Tongue Rings
- Bandanas
- Anything deemed inappropriate by campus administration
- Hair that causes a disruption or hides a person's identity. Dual toned hair is not permitted.
- Boy's may not wear Capri pants
- Skirts and dresses must be no shorter than 4 inches above the knee
- Gang related clothing (admin. discretion)
- Capris must be 4" below the knee

Each infraction will be recorded and dealt with as necessary. Dress code violations will result in immediate placement in ISS as per administrative discretion.

Electronic Devices

Cell Phones/ Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

TAKS/End of Course Testing and Cell Phone / Electronic Device Possession

Students will not use or possess any sort of electronic device during a campus exam or TAKS test. Failure to comply may result in disciplinary action and / or a ZERO on a campus test and / or INVALIDATION of the TAKS test. If there is reason to believe that the academic integrity of the test may have been compromised, the contents of the electronic device may be reviewed. The electronic device will not be returned to the parent until the investigation is complete. Before these tests are administered the student will be reminded of the policy. The contents of these items, when confiscated during a testing day, are subject to confiscation and may be inspected regardless of the location where confiscated.

Finals

Finals will be during the last 4 days of each semester. Make arrangements to be present for these days. In event of an emergency, the finals may be taken during the summer. All other special testing considerations must be arranged and requested through the Academic Dean.

Financial Obligations

In order for Stevens High School students to participate in school sponsored activities including but not limited to prom, school dances, invitation distribution, cap and gown distribution, graduation rehearsal, off-campus privileges, and project graduation, the student must be in financially good standing with the campus and the school district. Students must clear all debts and obligations prior to these events and prior to receiving end-of-year report card. Debts and obligations carry over from year-to-year and could occur from club, class, restitution contract, or organization dues; spirit, parking citations, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

Fire Evacuation Bell System

Fire Alarm Activation " Loud repetitive tones" Follow teacher instructions and exit the building.

3 tones — Move back into the building.

Students will leave the building in the manner described for each classroom and posted on the bulletin board in each room. Students should take all belongings and move quickly to the assigned location.

Gates / Building Access

Access to the campus is restricted during lunch (See Bell Schedule). There are gates on the Ellison and Dugas sides of the campus. Please be cautious when driving on campus at these times as gates will be blocking access on Dugas and Ellison.

Graduation

Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students that raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Headwear

Students are not permitted to wear headwear (hats, parking citations, bandanas, earbuds, headbands, caps, scarves, sunglasses, do-rags, etc.) These items shall be confiscated and returned to a parent.

Health Services

The school nurse gives first aid only. She does not diagnose illnesses, but instead takes note of symptoms and notifies the parents of her observations. Students are to be kept at home when ill, and they should return only after they have had a normal temperature for 24 to 36 hours after any illness. This is important for the health of the student and for the health of all students at school.

If a student becomes ill or is injured while at school, he/she will be given first aid and his parents will be notified. In no case will a child be sent home until the parent or the person indicated by the parent has been contacted. Every effort will be made to contact the parent first. If the parent is unable to come for the student, arrangements must be made for his care by the parent. In an extreme emergency, EMS or an ambulance (designated by the parent) will be called.

It is the parents' responsibility to renew the Medical Release Card each year. Please inform the student's counselor or the nurse of diagnosed medical problems.

I.D. Cards

ID cards are available in the downstairs VPO every morning. The first card is issued free of charge. A \$5.00 fee will be charged for replacement ID cards. Students are strongly encouraged to wear their ID on a lanyard OR carry it on their person. ID's are available everyday in the library from 8:00 am -8:30 am.

Items Forgotten at Home

If a student forgets an item needed for school at home, the staff will not interrupt the instructional process by delivering the item to the student's classroom. If a parent wishes to deliver the item to the student personally, the student will be called from class to meet with the parent. The school will not accept items of value and will not accept liability for items that are left for students to be picked up.

Junior (Spring Semester Only)/ Senior Lunch

Juniors and Seniors of Stevens High School wanting to participate in Junior / Senior Lunch must meet the following criteria and be willing to comply with the rules set forth. If a student is unwilling or unable to comply with these guidelines it is recommended that they do not apply for a pass:

- Must have parent's permission on the application.
- Juniors do not qualify for off campus lunch during the first semester. They may apply for off campus lunch for the Spring semester if they are in good academic / attendance and discipline standing.
- Have no more than 3 unexcused absences per semester, have good grades and good discipline record.
- Students earn off campus lunch privileges one semester at a time.
- Juniors and Seniors must have earned credit for ALL classes by the end of the previous semester and passed all TAKS tests
- Students must stay on campus for occasional mandatory meetings or other events.
- Students leaving campus must return to campus within the required time. Excessive tardies from Junior / Senior lunch may result in loss of off-campus lunch privileges.

- Students may not visit any other campus.
- In order to leave campus you must have your ID with the appropriate sticker. Students will not be permitted to leave without the proper ID and sticker.
- Students must leave and return through the front doors. Vehicles must have a parking permit to leave campus during lunch.
- Must be in good standing in terms of discipline.
- Seniors / Juniors will remain out of the building during the lunch period.
- Seniors / Juniors with permission to have lunch privileges will have their student I.D. cards **appropriately coded** so teachers and other personnel will know they are permitted to leave. Off campus lunch stickers may be purchased from campus administration for \$3.00.
- Seniors / Juniors will lose off campus privilege and their parking permit if they take an underclassman or unauthorized Juniors or Seniors off campus.
- Underclassmen who violate off campus policy will be denied off-campus lunch privileges when they become eligible
- **The campus can be closed to everyone at any time when deemed necessary by campus administration.**
- **Students may not walk off campus or loiter outside during lunch hours even if they have acquired off-campus lunch privileges.**

Local Businesses

Local businesses in the area include Valero, CVS, Walgreens and several other small businesses in the strip center south of the campus. We are in regular communication with the business owners and have an understanding that students will not loiter before school or during the school day. Parking in these businesses is prohibited and is subject to tow. Campus police and administration regularly patrol these areas for truancy.

Locker Assignment

Lockers are assigned to students at the beginning of the school year. NO SHARING OF LOCKERS WILL BE PERMITTED.

Lockers are NOT the student's personal property and are subject to inspection by school personnel. Students are responsible for all items stored in their assigned locker.

Lockers are provided as a service for storage of books and school needs. They are not intended for the safe keeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

Lost and Found

Neither the School District, Stevens High School, nor the faculty or staff of Stevens High School will be responsible for any personal possessions that a student may choose to bring to school.

Students who find lost articles and textbooks are asked to bring them to the Receptionist's desk. Clothing and other articles that are not claimed by the end of each year are turned over to a charitable organization

Medical Emergencies

Students must report to the CLINIC with a pass if they become ill or are hurt in any way during the school day. STUDENTS ARE NOT TO LEAVE SCHOOL, WITH OR WITHOUT PARENTS, UNLESS THEY HAVE SIGNED OUT THROUGH THE CLINIC. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

Messages

So that the academic atmosphere will not be disrupted, students will not be called to the telephone during class hours. Only in cases of an emergency will a message from a parent or guardian be delivered to a student. Parents or guardians wishing to meet with a student during class must speak with an administrator for approval.

Off Block / Work Periods

Part of our vision at John Paul Stevens High School is to create and foster a "College Going Culture". It is with that in mind that we have developed the following guidelines in regards to our Off Block/work periods. Those Seniors who are not enrolled in career preparation program or in an approved off-campus educational program (which is supervised by a counselor or teacher at our school), are eligible for our Off Block and/or Work periods only if they have a job which requires them to work during the school week. We believe that the Senior year is the MOST important year in preparing students for success in college. In fact, "College Readiness" can be defined as, "the level of preparation a student needs in order to enroll and succeed—without remediation—in a credit-bearing general education course at a postsecondary institution that offers a baccalaureate degree". It is with this definition in mind that we have developed the guidelines for our Off-Block and/or Work periods.

Parent / Teacher Conferences

Parents are encouraged to contact teachers by telephone or e-mail regarding the academic progress or classroom behavior of their student. To arrange for a conference with a teacher, the parent should contact the teacher at least one day in advance to schedule to meet during the designated conference period of the teacher. Giving advance notice to the teacher allows for adequate preparation and research of the student's records. Contact the campus administration if you need assistance.

Parking Cars on Campus

Due to the limited number of spaces and safety concerns only Junior and Senior students will be permitted to bring cars to school and park on campus. All operators must have an operator's license; insurance with the operator's name listed on it, and must abide by all school safety and parking regulations. All vehicles must also have current registration and inspection stickers properly displayed. All vehicles will be registered through the appropriate Assistant Principal and police. Parking permits are \$15.00

Upon arrival at school, cars are to be locked and students are to come IMMEDIATELY onto the campus. The parking lots are off limits during the school day. Students in the parking lot without permission from an administrator will be subject to disciplinary action. Students parking on campus without a permit may be issued a warning and then a "parking citation". This is a financial obligation placed on the student for parking on campus without a permit.

Parking and Traffic Regulations

I. RESPONSIBILITIES

- A. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE RECEIPT OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- B. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to fire equipment and ambulance.
- C. The speed limit on campus is 10 MPH. Speeding and/or reckless driving will not be tolerated. Seatbelts must be worn as dictated by the Texas Traffic Code. Cell phones may not be in use when operating a vehicle. Operators committing any traffic violations on-campus will be subject to citation and/or revocation of parking privileges.
- D. Texas laws governing motor vehicle operation are effective on all campus locations.
- E. All persons should report accidents which occur to the school police officer.
- F. Students with on-campus parking privileges may not transport any other student off-campus without authorization from the student's parent and the school administration. Disciplinary action will be taken which may include loss of parking privileges.

II. PARKING REGULATIONS

- A. Cars must be parked within the stripes on paved surfaces.
- B. Student parking is in the front parking lots, only. Students are prohibited from parking in the rear of the building. Students are prohibited from parking at adjacent campuses.
- C. Drivers will refrain from parking in places that may obstruct traffic. It is a violation of these regulations to park in the following manner and may result in the vehicle being towed away:
 - 1. on any curb, sidewalk or island
 - 2. by a red curb
 - 3. in front of a fire hydrant
 - 4. in any place designated as a loading zone or marked "no parking"
 - 5. in front of a movable barrier
 - 6. in any driveway, entrance, or exit
 - 7. double parking
 - 8. parking without a permit fixed to the windshield
 - 9. parking in two spaces
 - 10. parking in reserved areas (visitor, faculty, etc.)
 - 11. parking on lawn areas
- C. Space is limited – come early for a place to park.
- D. Cars parked illegally or without permits may be towed at the owner's expense.
- E. All drivers on campus are subject to citations issued by campus police. Certain parking infractions or failure to comply with policies will result in a \$20.00 administrative citation issued by campus police or administration. These fees may be applied as necessary.

III. REGISTRATION

- A. Parking permits will cost \$15.00. Permits are valid for the academic year.
- B. The permit must be attached below the rearview mirror on the vehicle's windshield.
- C. If a permit is lost or a new vehicle is purchased, another permit is required and must be purchased.
- D. Registration information includes an operator's name and address, a valid driver's license, school identification card, vehicle license number and description. Also, the name of the vehicle's insurance company and policy number are required. A vehicle must be insured before a permit will be issued.
- E. Two wheel vehicle permits are to be affixed to an area that is easily seen.

IV. QUALIFICATION FOR A PERMIT

- A. The issuance of a parking permit is contingent upon regular attendance and punctuality. Students with 3 or more unexcused absences and/or poor discipline will not be issued a parking permit. Students that accumulate 3 or more UA's will have their parking permit removed. A new parking sticker will have to be purchased if the student re-qualifies for the permit after an amount of time determined by campus administration.
- B. Parking privileges will be revoked if a student has persistent or major disciplinary problems, excessive absences, uses the vehicle to violate school policy, drives recklessly (on or off campus), speeds or any other violation as determined by the campus Principal. A new parking sticker will have to be purchased if they re-qualify for the permit after an amount of time determined by campus administration.

Pledge of Allegiance / Moment of Silence

As required by Texas law, each day the Pledge of Allegiance to the United States and Texas will be followed by a moment of silence. Students are expected to either participate in the Pledge of Allegiance and moment of silence or to remain quiet and respectful if they choose not to participate. If a student's actions are considered disruptive to this process, disciplinary action will be taken. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag, the request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

Posters and Signs

Any individual or organization that wishes to display a poster or a sign must have the signed permission of the Vice Principal who will designate the place where the poster or sign will be displayed. All organizations should remove their posters and signs following the events. Unauthorized posters, PSA's etc will be removed by the campus custodial staff if posted without consent or in an unauthorized area.

Social Behavior / Public Display of Affection

Students are expected to show self-respect and respect for others by refraining from inappropriate physical displays of affection.

School Sponsored Activities

Stevens students, while on the school campus or attending a school sponsored activity, will abide by the laws of the Federal Government and the State of Texas as well as the policies and regulations of Stevens High School and the Northside Independent School District.

School Parties and Dances

School parties and dances may be held by a financially solvent school organization of Stevens High School. The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.
2. Pay for custodial and police fees and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the Vice Principal.
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
6. Adequate security must be arranged and paid for by the sponsoring organization.
7. Students wanting to attend school sponsored dances including prom must be in good academic standing, to include grades, attendance and discipline.

Rules to be observed during the activity will include:

1. Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
2. Planned activities are to be for the use and enjoyment of John Paul Stevens High School students ONLY, unless requested and subsequently authorized by an administrator to include guests.
 - a. Guests, where permitted, will be invited by special invitation, and they will be required to abide by all school rules and regulations.
 - b. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
 - c. Applications for guest permits will be issued and approved by an administrator if appropriate
3. Each organization which chooses to sponsor a party will obtain its own Faculty Sponsors and one additional faculty sponsor for each anticipated 75 students in attendance. These names must be reported on the event form.
4. If admission to the activity is charged, the price must also be approved.
5. If refreshments are to be served, this will also need prior approval and be stated on the event form.
6. If a band or floor show is to be presented or engaged, the format or program must be approved by the sponsor and appropriate administrator.

School-Sponsored Clubs and Organizations

Stevens High School has a large number of academic, service, and social organizations which enhance the school program, develop school spirit, and, in general, offer diverse opportunities for self-expression and development.

All information concerning school activities and organizations may be obtained from the sponsor of the organization. Every student is strongly encouraged to take part in at least one of the clubs sponsored by the school.

Requirements for Students Holding Offices and Positions of Honor

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office.

The areas suggested to the teachers for consideration and approvals are:

1. SCHOLARSHIP — Each student must be passing in all subjects. President and Vice-President grades must average "B" or better. Secretary and Treasurer grades must average "C" or better.
2. CITIZENSHIP — Each candidate must be an above average student citizen. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report may cause removal from office.
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

Causes for Dismissal

Class officers, student council officers and club officers may be disqualified from seeking or removed from holding office for the following reasons:

1. Failure to comply with rules and regulations of the school.
2. Lack of interest in fulfilling duties of the office.
3. Lack of cooperation with sponsors.
4. Lack of grade average required by the organization. Removal from office may be subject to administrative review.

Students Selected for Popularity Courts

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, and prom court. It is the position of the district that these selections are based on popular vote. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Student participation on any popularity court will ultimately be at the discretion of the campus principal.

Student Laptops

Students that are interested in using their personal laptops on-campus must complete an Acceptable Use Policy for Personal Wireless Laptops form. This form is located in the downstairs Vice Principal's Office. Students must complete and return this form prior to bringing their laptops on-campus. If a student brings a laptop on-campus without a completed form on file, the laptop will be confiscated. Students must abide by all rules detailed on the form, as well. Failure to do so will result in administrative consequences, as stated on the form. Laptops may be confiscated and searched. The school district and campus are not responsible for the loss, theft, nor damage to the laptop or data that resides therein.

TAKS Testing

The TAKS test is a state-wide examination for all public school students. Students are expected to be in attendance the entire day the TAKS test is offered. Parents should not collect students from school on test days.

Telephones For Student Use

Telephones are available for student use in the Vice Principal's Office. Students may use the telephones in the office only in the event of an emergency. Students will not be called to the telephone during class hours, nor will they be permitted to leave class to use the telephone. Only in cases of an emergency will a message from a parent or guardian be delivered to a student.

Textbooks

Students are issued a textbook for each subject they are taking if a textbook is needed or at student request. Also, in some classrooms, textbooks are provided for in class use only. The books are numbered using ISBN and accession numbers; it is the student's responsibility to take care of the books which includes the identification label within, torn pages, graphite, etc. If book labels get damaged and we are unable to identify the accession/ identification number, the student will be responsible for the cost of that book and the unidentified book will remain in possession of Stevens High School. Any lost or stolen books are the responsibility of the student. Students are expected to bring books to class daily. Solely by student discretion and responsibility, students may leave their assigned books in teacher designated location within the classroom. In doing so, please remember this is neither procedure nor protocol but rather a student convenience. If the student decides to leave their book(s) in the teacher's classroom, this is done at the risk of each student; lost or stolen books are the responsibility of the student. The books belong to the State of Texas and are loaned to the student. Students will not be issued a new book until any lost or stolen book is replaced by payment. This includes the preceding school year.

Tutoring

Tutoring is provided by each department and / or teacher on campus. They are expected to assist students before and after school hours as appropriate. Tutoring hours are provided by each teacher / department. Call campus administration if you have any questions.

Visitors During the Day / Shadowing

School aged visitors are not allowed on campus without prior consent from campus administration. Parents or Guardians will not be permitted access to the cafeteria to eat with a student. However, parents may sign out their student during lunch. Visitors in the school fall directly under the supervision of the principal or designee. Upon arriving to the school, visitors must register at the front desk and check in with the principal or designee. Visitors must also sign-out at the front desk upon leaving. A name tag is to be worn at all times. Visits to individual classrooms during instructional time shall be permitted only with the approval of the campus administration and in consultation with the teacher. Visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment. If a visitor's conduct becomes disruptive, abusive, threatening or violent, the administration may require the visitor to leave. Parents wishing to shadow a student must notify campus administration 24 hours in advance of shadowing so that teachers can be notified. A criminal background check will be required prior to shadowing.

Withdrawing from School

When it becomes necessary for students to withdraw from school, they should report to the Attendance Office with a parent.

Conduct and Consequences of Inappropriate Behavior

At John Paul Stevens High School we have a school-wide discipline plan based on three points 1. Be Safe 2. Be Responsible 3. Be Respectful. All policies, procedures and classroom routines are based on these ideas. We believe if students follow these ideas that they will be successful in high school. Consequences for poor choices at Stevens High School will result in disciplinary action.

A. In School Suspension (ISS)

It is our goal at Stevens High School to help students develop their abilities to make successful choices and to learn to think through the possible consequences of their actions before they act. During the first week of class, students and teachers work together to decide upon class non-negotiable behaviors, the behaviors and practices that all class members need to feel happy and comfortable working together. Students may be assigned to the ISS, as a means to work out a solution to whatever problem has caused a disruptive behavior.

B. Overnight Suspension (ONS)

Overnight Suspension is utilized when ISS is no longer an option and when an out of school suspension is not warranted. Overnight Suspension differs from out-of-school suspension in that the student and parent have control over when the student returns to school. A student is placed on ONS and may return with a parent when he / she is ready to work out the problem. It is assumed that the student and parent will return to school on the following morning. Absences accrue when the student is not in school. An appointment with an assistant principal or designee is required to return to school after an Overnight Suspension.

In some cases, the aforementioned approach to discipline may not be appropriate for the offense or effective in dealing with a student. In these cases, the principal may utilize a variety of options. The following list is not exhaustive and the administrator has the option of utilizing creative methods to deal with individual students. These consequences are not listed in any particular order.

- Counseling
- Admin Conference
- Loss of Privileges
- Parent Conference
- Out of School Suspension
- Referral to NISD Police
- Detention
- Saturday School

Note: Multiple referrals and serious conduct violations will lead to a recommendation for placement at Northside Alternative High School or Bexar County Juvenile Justice Academy. (Refer to Section C of the Student Code of Conduct)