2019-2020

Student/Parent Handbook
Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive the UT Permian Basin STEM Academy Student/Parent Handbook and Student Code of Conduct for 2019–2020 as a paper copy or view electronically at www.utpbstemacademy.org.

I have chosen to:

☐ Receive a paper copy of the Student/Parent Handbook and the Student Code of Conduct.

☐ Accept responsibility for accessing the Student/Parent Handbook and the Student Code of Conduct by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student/Parent Handbook and the Student Code of Conduct. If I have any questions regarding the handbook or the Code of Conduct, I should direct those questions to the front office at 432.552.2580.

Printed name of student: __________________________________________________________

Signature of student: ______________________________________________________________

Signature of parent: ______________________________________________________________

Date: __________________________________________________________________________
Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information

State law requires the UT Permian Basin STEM Academy to give you the following information: Certain information about UT Permian Basin STEM Academy students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want UT Permian Basin STEM Academy to disclose directory information from your child’s education records without your prior written consent, you must notify the UT Permian Basin STEM Academy in writing.

This means that The University of Texas of the Permian Basin and the UT Permian Basin STEM Academy must give certain personal information (called “directory information”) about your child to any person who requests it, unless you have told the UT Permian Basin STEM Academy in writing not to do so. In addition, you have the right to tell the UT Permian Basin STEM Academy that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The UT Permian Basin STEM Academy is providing you this form so you can communicate your wishes about these issues.

The UT Permian Basin STEM Academy has designated the following information as directory information [See Directory Information for more information]:

1. Student’s name  2. Degrees, honors, and awards received

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of ______________________________ (student’s name), (do give) (do not give) the UT Permian Basin STEM Academy permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature: __________________________ Date: __________________________

Please note that if this form is not returned, The University of Texas of the Permian Basin and the UT Permian Basin STEM Academy will assume that permission has been granted for the release of this information.
Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the UT Permian Basin STEM Academy release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the UT Permian Basin STEM Academy, unless the parent or eligible student directs the UT Permian Basin STEM Academy not to release information to these types of requestors without prior written consent. [See Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education for more information.]

Parent: Please complete the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of ______________________________ (student’s name), request that the UT Permian Basin STEM Academy not release my child’s name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature: __________________________ Date: __________________

Please note that if this form is not returned, the UT Permian Basin STEM Academy will assume that permission has been granted for the release of this information.

Consent/Opt-Out Form

Dear Parent:

The UT Permian Basin STEM Academy is required by federal law to notify you and obtain your consent for or denial of (opt out) your child’s participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as a “protected information survey” that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and to certain physical exams and screenings.

You will be able to inspect the survey or other instruments and any instructional material used in connection with such survey, analysis, or evaluation.
**TABLE OF CONTENTS**

PREFACE ........................................................................................................... 2

SECTION I: PARENTAL RIGHTS ........................................................................ 3
CONSENT, OPT-OUT, AND REFUSAL RIGHTS ....................................................... 3
  Consent to Conduct a Psychological Evaluation ............................................. 3
  Consent to Display a Student’s Original Works and Personal Information .......... 3
  Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law .............................................. 3
  Prohibiting the Use of Corporal Punishment .................................................. 3
  Limiting Electronic Communications with Students by District Employees .......... 3
  Directory Information .................................................................................... 4
  Participation in Third-Party Surveys ............................................................... 5
  Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation .............................................................. 5
  “Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information ........................................................................... 5

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION ...................................................... 6
  Reciting a Portion of the Declaration of Independence in Grades 3-8 ................. 6
  Reciting the Pledges to the U.S. and Texas Flags ........................................... 6
  Religious or Moral Beliefs ................................................................................ 6
  Tutoring or Test Preparation .......................................................................... 6

RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS

  Instructional Materials .................................................................................... 6
  Accessing Student Records ........................................................................... 7
  Teacher and Staff Professional Qualifications ................................................ 10

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES ........ 10
  Children of Military Families ....................................................................... 10
  Service/Assistance Animal Use by Students ................................................ 10
  Students Who Have Learning Difficulties or Who Need Special Education Services ................................................... 10
  Students Who Speak a Primary Language Other than English ..................... 11
  Students with Physical or Mental Impairments Protected under Section 504 .... 11

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS ................................................................. 12

ABSENCES/ATTENDANCE .............................................................................. 12
  Attendance Accounting ................................................................................. 12
  Attendance Overview .................................................................................... 12
  Compulsory Attendance Law ....................................................................... 12
  Students Whose Whereabouts Are Unknown .............................................. 13
  Accelerated/Compensatory Programs ........................................................... 13
  Attendance Exemptions ................................................................................. 13
  Excused Absences ....................................................................................... 14
  Notice of Absences ...................................................................................... 15
  Parent Warning ............................................................................................ 15
  Student Liability ........................................................................................... 15
  UT Permian Basin STEM Academy Complaint or Referral .......................... 16
  Official Attendance-Taking Time .................................................................. 16
Documention After an Absence ................................................................. 16
Doctor’s Note After an Absence for Illness ............................................... 16
Driver License Attendance Verification .................................................... 17
ACCOUNTABILITY .................................................................................. 17
AWARDS AND HONORS ....................................................................... 17
BULLYING .............................................................................................. 17
CELEBRATE FREEDOM WEEK ............................................................. 18
CELEBRATIONS ..................................................................................... 18
CHANGE OF ADDRESS OR PHONE NUMBER ........................................... 19
CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN .... 19
CLASS RANK/HIGHEST RANKING STUDENT ......................................... 20
CLASS SCHEDULES .............................................................................. 20
COLLEGE DAYS ..................................................................................... 20
COMPLAINTS AND CONCERNS .............................................................. 20
CONDUCT ................................................................................................ 20
    Applicability of School Rules ............................................................. 20
    Social Events ..................................................................................... 21
CONFERENCES (TEACHER/PARENT) ........................................................... 21
COUNSELING ........................................................................................... 21
COURSE CREDIT ..................................................................................... 21
CREDIT BY EXAM .................................................................................... 21
    If a Student Has Taken the Course/Subject ......................................... 21
    Advancement/Acceleration – If a Student Has Not Taken the Course/Subject 22
DATING VIOLENCE, DISCRIMINATION, HARASSMENT AND RETALIATION 23
DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS 23
DRESS CODE .......................................................................................... 24
DRILLS – EMERGENCY INFORMATION ..................................................... 24
    Lock-Down Procedure ...................................................................... 24
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES ...................... 25
    Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones ......................................................... 25
    Acceptable Use of UT Permian Basin STEM Academy Technology Resources ................................................................. 26
    Unacceptable and Inappropriate Use of Technology Resources .......... 26
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (UIL) ....................... 27
    Eligibility for Extracurricular Participants for the First Six Weeks ............................................................... 27
    Eligibility for Extracurricular Participants after the First Six Weeks ........................................................................ 28
EMERGENCY SCHOOL CLOSING .............................................................. 28
EXEMPTIONS FROM INSTRUCTION ........................................................... 28
FAMILY ACCESS ....................................................................................... 28
FEES ......................................................................................................... 29
FOOD ALLERGIES .................................................................................. 29
FOOD SERVICE ....................................................................................... 30
FUNDRAISING ......................................................................................... 30
GANGS ..................................................................................................... 30
GRADES .................................................................................................... 30
    Interim Grade Reports (Progress Reports) ........................................... 30
    Grading Period Average .................................................................... 31
    Semester Exams ................................................................................ 31
    Semester and Final Grades ................................................................ 31
    Report Cards ...................................................................................... 31
    Grade Level Classification ................................................................ 31
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Grades</td>
<td>32</td>
</tr>
<tr>
<td>Accredited Definition</td>
<td>32</td>
</tr>
<tr>
<td>Accredited Schools</td>
<td>32</td>
</tr>
<tr>
<td>Non-accredited Schools</td>
<td>32</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>33</td>
</tr>
<tr>
<td>Make Up Work</td>
<td>33</td>
</tr>
<tr>
<td>Class Rank and Quartile</td>
<td>33</td>
</tr>
<tr>
<td>Transcript Assessment</td>
<td>33</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>34</td>
</tr>
<tr>
<td>Personal Graduation Plans</td>
<td>34</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>34</td>
</tr>
<tr>
<td>GRIEVANCE</td>
<td>34</td>
</tr>
<tr>
<td>HEALTH RELATED MATTERS</td>
<td>34</td>
</tr>
<tr>
<td>IMMUNIZATIONS</td>
<td>35</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>35</td>
</tr>
<tr>
<td>LICE NOTIFICATION</td>
<td>35</td>
</tr>
<tr>
<td>HOMELESS STUDENTS</td>
<td>35</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>35</td>
</tr>
<tr>
<td>LAW ENFORCEMENT AGENCIES</td>
<td>36</td>
</tr>
<tr>
<td>Questioning of Students</td>
<td>36</td>
</tr>
<tr>
<td>Students Taken Into Custody</td>
<td>36</td>
</tr>
<tr>
<td>Notification of Law Violations</td>
<td>36</td>
</tr>
<tr>
<td>LEAVING CAMPUS</td>
<td>37</td>
</tr>
<tr>
<td>LIMITED ENGLISH PROFICIENT STUDENTS</td>
<td>37</td>
</tr>
<tr>
<td>LOST AND FOUND</td>
<td>38</td>
</tr>
<tr>
<td>MAKEUP WORK</td>
<td>38</td>
</tr>
<tr>
<td>Makeup Work Because of Absence</td>
<td>38</td>
</tr>
<tr>
<td>MEDICINE ON CAMPUS</td>
<td>39</td>
</tr>
<tr>
<td>Self-Administration of Medications for Asthma and Anaphylaxis</td>
<td>39</td>
</tr>
<tr>
<td>Possession of Non-Prescription Drugs</td>
<td>40</td>
</tr>
<tr>
<td>PARENTAL INVOLVEMENT</td>
<td>40</td>
</tr>
<tr>
<td>Working Together</td>
<td>40</td>
</tr>
<tr>
<td>PARENTAL RIGHTS</td>
<td>41</td>
</tr>
<tr>
<td>PHYSICAL FITNESS ASSESSMENT (FITNESS GRAM)</td>
<td>42</td>
</tr>
<tr>
<td>PLEDGE, MOMENT OF SILENCE</td>
<td>42</td>
</tr>
<tr>
<td>PRAYER</td>
<td>42</td>
</tr>
<tr>
<td>PROMOTION AND RETENTION</td>
<td>42</td>
</tr>
<tr>
<td>REPORT CARD</td>
<td>44</td>
</tr>
<tr>
<td>RESPONSE TO INTERVENTION NOTIFICATION (RTI)</td>
<td>44</td>
</tr>
<tr>
<td>REPORTING CHILD ABUSE</td>
<td>44</td>
</tr>
<tr>
<td>SAFETY</td>
<td>44</td>
</tr>
<tr>
<td>Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies</td>
<td>45</td>
</tr>
<tr>
<td>Emergency Medical Treatment and Information</td>
<td>45</td>
</tr>
<tr>
<td>SCHOOL FACILITIES</td>
<td>45</td>
</tr>
<tr>
<td>SEARCHES</td>
<td>45</td>
</tr>
<tr>
<td>SECTION 504</td>
<td>45</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>46</td>
</tr>
<tr>
<td>SPECIAL EDUCATION SERVICES</td>
<td>46</td>
</tr>
<tr>
<td>SPECIAL PROGRAMS</td>
<td>46</td>
</tr>
<tr>
<td>STANDARDIZED TESTING</td>
<td>47</td>
</tr>
<tr>
<td>TSI (Texas Success Initiative) Assessment</td>
<td>47</td>
</tr>
</tbody>
</table>
Grades 3-8 STAAR (State of Texas Assessments of Academic Readiness) ..................................... 47
High School Courses ................................................................. 47
STATE ASSESSMENT PROGRAM .............................................................................. 48
TSI (Texas Success Initiative) Assessment ............................................................. 48
State of Texas Assessment of Academic Readiness ............................................. 48
Permissible Accommodations ........................................................................... 49
ELL Students in Special Education ................................................................. 49
Students with Dyslexia .................................................................................... 49
English Language Learners (ELL) ................................................................. 49
Academic Progress Evaluation ...................................................................... 50
Testing LEP Students at Other Grades ........................................................... 50
English Language Proficiency Tests ................................................................ 50
Language Proficiency Assessment Committee ................................................. 50
Immigrant Students ....................................................................................... 50
ELL Students at the Exit Level ....................................................................... 51
LEP Students at Other Grades ....................................................................... 51
Foreign Exchange Reporting ......................................................................... 51
Results to the Public and to Parents and Students ........................................... 51
Parent Access .................................................................................................. 52
STUDENTS IN FOSTER CARE .................................................................................. 52
Student Success Initiative (SSI/Grade Placement Committee) ...................... 52
SUBSTANCE ABUSE PREVENTION AND INTERVENTION .................................. 52
SUICIDE AWARENESS ..................................................................................... 53
SUMMER SCHOOL ............................................................................................. 53
TARDIES ............................................................................................................. 53
Secondary Tardies 6-12 ................................................................................... 53
TECHNOLOGY ACCESS ........................................................................................ 53
TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND
OTHER INSTRUCTIONAL MATERIALS ................................................................. 53
TRANSCRIPTS ................................................................................................... 53
TRANSFERS ......................................................................................................... 54
TUTORIALS .......................................................................................................... 54
VANDALISM ....................................................................................................... 54
VIDEO CAMERAS ............................................................................................ 54
VISITORS TO THE SCHOOL ................................................................................. 54
General Visitors ............................................................................................... 54
Visitors Participating in Special Programs for Students .................................... 55
VOLUNTEERS ..................................................................................................... 55
WITHDRAWING FROM SCHOOL .......................................................................... 55
GLOSSARY AND APPENDIX .......................................................... 56
Electronic User Agreement 2019-2020 (Student) ............................................. 58
Electronic User Agreement 2019-2020 (Parent) ............................................... 59
Medication Policy Letter .................................................................................. 60
Request for Medication Administration ............................................................ 61
School Calendar ................................................................................................ 62
Parents Objection to the Release of Student Information to Military Recruiters and
Institutions of Higher Education ..................................................................... 63
Student Identification Badge Policy ................................................................. 64
Grading ............................................................................................................... 66
MISSION STATEMENT
The UT Permian Basin STEM Academy prepares students to be STEM college and career ready, with a shared focus on collaboration, creativity, communication and critical thinking.

VISION STATEMENT
The UT Permian Basin STEM Academy seeks to be a regional model for STEM education, grounded in authentic learning experiences preparing students for future STEM careers.

NONDISCRIMINATION NOTICE
The UT Permian Basin STEM Academy admissions and enrollment shall be free from discrimination based on race, color, or national origin; sex, sexual orientation, gender, gender expression, or gender identity; disability, or relationship or association with an individual with a disability; religion; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

https://www.utpb.edu/academics/utpb-stem-academy/apply/non-discrimination-policy
https://www.utpb.edu/campus-life/dean-of-students/university-policies/non-discrimination
Concerns regarding discrimination can be directed to the Superintendent’s office.
PREFACE
The UT Permian Basin STEM Academy Student/Parent Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I: PARENTAL RIGHTS - with information to assist you in responding to school related issues. We encourage you to take some time to closely review this handbook.

Section II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS - organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the UT Permian Basin STEM Academy Student/Parent Handbook and the Student Code of Conduct, which have been adopted by the board and intended to promote school safety and an atmosphere for learning. These documents may be found on the UT Permian Basin STEM Academy’s website and is available in hard copy upon request.

The Student/Parent Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student/Parent Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the Student/Parent Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The UT Permian Basin STEM Academy encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student/Parent Handbook provisions will be made available to students and parents through newsletters or other communications. The UT Permian Basin STEM Academy reserves the right to modify provisions of the Student/Parent Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student/Parent Handbook may refer to rights established through law or UT Permian Basin STEM Academy policy, the Student/Parent Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the UT Permian Basin STEM Academy or The University of Texas of the Permian Basin.

If you or your child have questions about any of the material in this handbook, please contact the front office at 432.552.2580.
SECTION I: PARENTAL RIGHTS
This section of the UT Permian Basin STEM Academy Student/Parent Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation
A University of Texas of the Permian Basin employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigators and reports.

Consent to Display a Student’s Original Works and Personal Information
Teachers may display students’ work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the UT Permian Basin STEM Academy will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the UT Permian Basin STEM Academy’s website, a website affiliated or sponsored by the UT Permian Basin STEM Academy, such as a campus or classroom website, and in UT Permian Basin STEM Academy publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law
State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or an extracurricular activity; or
- When it relates to media coverage of the school.

The UT Permian Basin STEM Academy will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

Prohibiting the Use of Corporal Punishment
Corporal punishment - spanking or paddling the student - may be used as a discipline management technique in accordance with state law, although the UT Permian Basin STEM Academy will not use this form of discipline on any student.

Limiting Electronic Communications with Students by UT Permian Basin STEM Academy Personnel
Teachers and other approved employees are permitted by the UT Permian Basin STEM Academy to communicate with students through the use of electronic media within the scope of the individual’s professional responsibilities. For example, a teacher may set up a page for
his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items within the scope of the individual’s professional responsibilities. If you prefer that your child not receive any one-to-one electronic communications from an employee of The University of Texas of the Permian Basin, or if you have questions related to the use of electronic media by The University of Texas of the Permian Basin employees, please contact the front office.

Directory Information
The Family Educational Rights and Privacy Act or FERPA, permits The University of Texas of the Permian Basin and the UT Permian Basin STEM Academy to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This “directory information” will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in this handbook.]

The UT Permian Basin STEM Academy has identified the following as directory information:

- Name
- Degrees, honors, and awards received

If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.
Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation
Your child will not be required to participate without parental consent in any survey, analysis, or evaluation - funded in whole or in part by the U.S. Department of Education - that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information
As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusion purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.
Removing a Student from Instruction or Excusing a Student From a Required Component of Instruction

Reciting a Portion of the Declaration of Independence in Grades 3-8
You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the UT Permian Basin STEM Academy determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Reciting the Pledges to the U.S. and Texas Flags
As a parent, you may 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 minute of silence or silent activity that follows.

Religious or Moral Beliefs
You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation
Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills.

The school may also offer tutorial services; which students whose grades are below 75 will be required to attend.

Right of Access to Student Records, Curriculum Materials, and UT Permian Basin STEM Academy Records

Instructional Materials
As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
Accessing Student Records

You may review your child’s student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child’s classroom.

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student’s educational records. For purposes of student records, an “eligible” student is one who is 18 or older, or who is attending an institution of postsecondary education. These rights are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:
  
  Family Policy Compliance Office  
  U.S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202-5901

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally
identifiable information from a student’s records, the UT Permian Basin STEM Academy must verify the identity of the person, including a parent or the student, requesting the information. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student’s parents - whether married, separated, or divorced - unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student’s education records, without written consent of the parent or eligible student, in the following circumstances:

• When school officials have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include board members and employees, such as the Superintendent, administrators, and principal; teachers, school counselors, diagnosticians, and support staff (including school health or school medical staff); a person or company with whom the UT Permian Basin STEM Academy or The University of Texas of the Permian Basin has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.

  “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.

• To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.

• To individuals or entities granted access in response to a subpoena or court order.

• To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

• In connection with financial aid for which a student has applied or which the student has received.

• To accrediting organizations to carry out accrediting functions.
• To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

• To appropriate officials in conjunction with a health or safety emergency.

• When the UT Permian Basin STEM Academy or The University of Texas of the Permian Basin discloses information it has designated as directory information for opportunities to prohibit this disclosure.

Release of personally identifiable information to any other person or agency - such as a prospective employer or for a scholarship application - will occur only with parental or student permission as appropriate.

The superintendent is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated. A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the UT Permian Basin STEM Academy will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the Superintendent’s office is 4940 South Road, Odessa, TX 79762.

Attention: Superintendent (UT Permian Basin STEM Academy)

A parent (or eligible student) may inspect the student’s records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the UT Permian Basin STEM Academy denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record.

Although improperly recorded grades may be challenged, contesting a student’s grade in a course or on an examination is handled through the general complaint process found in the grievance policy. A grade issued by a classroom teacher can be changed only if, as determined by the superintendent, the grade is arbitrary, erroneous, or inconsistent with the UT Permian Basin STEM Academy’s grading policy.

The UT Permian Basin STEM Academy policy regarding student records is available from the principal’s or superintendent’s office or on the UT Permian Basin STEM Academy’s web site.

The parent’s or eligible student’s right of access to and copies of student records do not extend to all records. Materials that are not considered educational records - such as a teacher’s personal
notes about a student that are shared only with a substitute teacher - do not have to be made available to the parents or student.

**Teacher and Staff Professional Qualifications**
You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

**Students with Exceptionalities or Special Circumstances**

**Children of Military Families**
Children of military families will be provided flexibility regarding certain UT Permian Basin STEM Academy requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the UT Permian Basin STEM Academy. The UT Permian Basin STEM Academy will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

Additional information may be found at [http://tea.texas.gov/index2.aspx?id=7995](http://tea.texas.gov/index2.aspx?id=7995).

**Service/Assistance Animal Use by Students**
A parent of a student who uses a service/assistance animal because of the student’s disability must submit a request in writing to the campus principal at least ten UT Permian Basin STEM Academy business days before bringing the service/assistance animal on campus.

**Students Who Have Learning Difficulties or Who Need Special Education Services**
If a child is experiencing learning difficulties, the parent may contact the Special Population’s Coordinator to learn about the UT Permian Basin STEM Academy’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to
Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of schools to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the UT Permian Basin STEM Academy must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The UT Permian Basin STEM Academy must complete the evaluation and the report within the timeline prescribed by law once the UT Permian Basin STEM Academy receives written consent. The UT Permian Basin STEM Academy must give a copy of the evaluation report to the parent.

If the UT Permian Basin STEM Academy determines that the evaluation is not needed, the UT Permian Basin STEM Academy will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the UT Permian Basin STEM Academy. The UT Permian Basin STEM Academy is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available in a companion document, A Guide to the Admission, Review, and Dismissal Process. Both documents may also be found at http://framework.esc18.net/display/Webforms/LandingPage.aspx.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at http://www.texasprojectfirst.org
- Partners Resource Network, at http://www.partnerstx.org

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Special Population’s Coordinator.

**Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

**Students with Physical or Mental Impairments Protected under Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 is the Special Programs Coordinator.
SECTION II: Other Important Information for Students and Parents

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student’s age or grade level. Should you be unable to find the information on a particular topic, please contact principal.

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education - to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Attendance Accounting

The Superintendent or designee shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements. The Superintendent or designee shall provide recommendations for improvement to the Advisory Board concerning the operation and effectiveness of the UT Permian Basin STEM Academy’s student attendance system.

Attendance Overview

Regular school attendance is essential for a student to make the most of his or her education: to benefit from teacher instruction and school activities, to build each day’s learning on the previous day’s learning, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student, parent, or other designee should make every effort to avoid unnecessary absences. A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student’s parent, guardian, or if the student is eighteen or older or is an emancipated minor, by the student.

Compulsory Attendance Law

The UT Permian Basin STEM Academy is required to provide parents with information regarding the Compulsory School Attendance Laws. This information also serves as the official required WARNING NOTICE for parents/guardians or any other designated caregiver who might have non-compliance attendance related issues.

State law requires that a student between the ages of six and eighteen attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.
A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, however, the UT Permian Basin STEM Academy may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law.

A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

1. Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
2. Is absent on three or more days or parts of days within a four-week period.

If the student is over age eighteen, the student’s parents shall not be subject to penalties as a result of their child’s violation of state compulsory attendance law.

**Students Whose Whereabouts are Unknown**

A student is withdrawn 10 days after he or she last attended if his or her whereabouts are unknown.

**Accelerated/Compensatory Programs**

A student must also attend:

1. An extended-year program, if the student has been identified as likely not to be promoted as provided by Texas Education Code section 29.084
2. Tutorials the student is required to attend under Texas Education Code section 29.084
3. An accelerated reading instruction program to which the student has been assigned under Texas Education Code section 28.006(g)
4. An accelerated instruction program to which the student is assigned under Texas Education Code section 28.0211
5. A basic skills program to which the student is assigned under Texas Education Code section 29.086

**Attendance Exemptions**

Students who meet one or more of the following conditions shall be exempt from compulsory attendance requirements:

1. The student is at least seventeen years of age and has been issued a high school equivalency certificate or diploma.
2. The student attends a private or parochial school that includes in its course a study of good citizenship. A student in a home school shall be exempt from compulsory attendance if he or she is pursuing in good faith a curriculum consisting of books, workbooks, other written materials (including those that appear on an electronic screen of either a computer or video tape monitor), or any combination of these. The curriculum
shall be designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. TEA v. Leeper, 893 S.W.2d 432 (Tex. 1994).

3. The student is eligible to participate in the District's special education program under Texas Education Code section 29.003 and cannot be appropriately served by the resident district.

4. The student has a temporary and remediable physical or mental condition that renders attendance infeasible and has a certificate from a qualified physician that specifies the condition, indicates the prescribed treatment, and covers the anticipated time of absence needed for remedial treatment.

5. The student has been expelled in accordance with legal requirements in a school district that does not participate in a mandatory juvenile justice alternative education program.

6. The student is at least seventeen years old and is attending a course of instruction to prepare for the high school equivalency examinations and: a. Has the permission of the student's parent or guardian to attend the course; b. Is required by court order to attend the course; c. Has established a residence separate and apart from the student's parent, guardian, or other person having lawful control of the child; or d. Is homeless as defined by 42 U.S.C. 11302.

7. The student is enrolled in the Texas Academy of Leadership in the Humanities.

8. The student is enrolled in the Texas Academy of Mathematics and Science.

9. The student is at least sixteen years old and in attendance upon a course of instruction to prepare for the high school equivalency examinations, provided that the student is recommended to the course of instruction by a public agency that has supervision or custody of the student under a court order or the student is enrolled in a Job Corps training program under the Job Training Partnership Act (29 USC 1501).

10. The student is specifically exempted under another law. Tex. Education Code § 25.086

Excused Absences
The UT Permian Basin STEM Academy shall excuse a student from attending school for:

1. The following purposes, including travel for those purposes:
   a. observing religious holidays;
   b. attending a required court appearance;
   c. appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship; or
   d. taking part in a United States naturalization oath ceremony; or

2. A temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment. Tex, Educ. Code § 25.087.

3. The student is observing holy days, including days of travel to or from a site where the student will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the religious holy days. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days. If the student
satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for the purpose of observing religious holy days shall not be penalized for the absence.

4. The student has a documented appointment with a health care professional during regular school hours, if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence. Tex. Educ. Code § 25.087; 19 TAC § 129.21.

**Notice of Absences**
The UT Permian Basin STEM Academy shall notify a student's parent if the student has been absent from school, without excuse under Texas Education Code section 25.087, on three days or parts of days within a four week period. The notice must:

1. Inform the parent that:
   a. It is the parent's duty to monitor the student's school attendance and require the student to attend school, and
   b. The parent is subject to prosecution under Texas Education Code section 25.093; and
2. Request a conference between school officials and the parent to discuss the absences.

The fact that a parent did not receive the notices described above is not a defense to prosecution neither for the parent's failure to require a child to attend school nor for the student's failure to attend school. Tex. Educ. Code § 25.095.

**Parent Warning**
If the student is absent from school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, the student’s parent is subject to prosecution under Texas Education Code section 25.093, and the student is subject to prosecution under Texas Education Code section 25.094 or to referral to a juvenile court in a county with a population less than 100,000. In this section, “parent” includes a person standing in parental relation.

**Student Liability**
A student who is required to attend school under the compulsory attendance laws and fails to attend school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period may be prosecuted for truancy in:

1. The constitutional county court of the county in which the individual resides or in which the school is located, if the county has a population of two million or more;
2. The justice court of any precinct in the county in which the student resides;
3. The justice court of any precinct in the county in which the school is located;
4. The municipal court in the municipality in which the child resides; or
5. The municipal court in the municipality in which the school is located. Tex. Educ. Code § 25.094(a), (b).

**UT Permian Basin STEM Academy Complaint or Referral**

If a student fails to attend school without excuse on ten or more days or parts of days within a six-month period in the same school year, the UT Permian Basin STEM Academy shall:

1. File a complaint against the student or the student's parent or both in a county, justice, or municipal court for an offense under Texas Education Code section 25.093 or 25.094, as appropriate, or refer the student to a juvenile court in a county with a population of less than 100,000; or
2. Refer the student to a juvenile court for conduct indicating a need for supervision under Family Code 51.03(b)(2). The UT Permian Basin STEM Academy may take the actions listed above if a student fails to attend school without excuse on three or more days or parts of days within a four-week period, but does not fail to attend school for the time specified above. Tex, Educ. Code § 25.0951.

**Official Attendance-Taking Time**

The UT Permian Basin STEM Academy must submit attendance of its students to the TEA reflecting attendance at a specific time each day. Official attendance is taken every day at 9:40 AM.

A student who is absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

**Documentation After an Absence**

When a student is absent from school, the student - upon arrival or return to school - must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the UT Permian Basin STEM Academy reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the UT Permian Basin STEM Academy to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the UT Permian Basin STEM Academy is not required to excuse any absence, even if the parent provides a note explaining the absence.

**Doctor’s Note After an Absence for Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.
Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused.

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

Accountability
The UT Permian Basin STEM Academy is held to certain standards of accountability under state and federal law. Information about all of these can be found on the UT Permian Basin STEM Academy’s website.

Awards and Honors
An End-of-Year Awards Ceremony will be held at each campus to recognize students with specific awards and honors.

Bullying
Bullying is prohibited by the UT Permian Basin STEM Academy. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a school-operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”
If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another UT Permian Basin STEM Academy employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

Report can be made online at: https://goo.gl/forms/1fcIyWEBTSAWoIto1

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The UT Permian Basin STEM Academy will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

A copy of the UT Permian Basin STEM Academy’s policy is available in the principal’s office, superintendent’s office, and on the UT Permian Basin STEM Academy website, and is included at the end of this handbook in the form of an appendix.

Procedures related to reporting allegations of bullying may also be found on the UT Permian Basin STEM Academy’s website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through UT Permian Basin STEM Academy Policy 300.120 Grievance Process.

**Celebrate Freedom Week**
The UT Permian Basin STEM Academy participates in Celebrate Freedom Week which is scheduled by law to occur during the last full week of classes during the week in which September 17th occurs. Instruction includes study of the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical context. Students with conscientious objections, children of representatives of foreign governments, or children who have a written request from a parent or guardian may be exempted from the activity.

**Celebrations**
Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child’s or grandchild’s classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Decisions about parties are decided by grade levels. Therefore, it is imperative to discuss this with the child’s teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.
**Change of Address or Phone Number**

The campus administrative assistant should be notified immediately of a change of home or business phone number or of a change of address. Up-to-date information is essential for the school to successfully handle emergencies and to maintain communication with parents. Please notify the principal of any changes in this information.

**Child Sexual Abuse and Other Maltreatment of Children**

The UT Permian Basin STEM Academy has established a plan for addressing child sexual abuse and other maltreatment of children: [https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/](https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/) . As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: [http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following websites might help you become more aware of child abuse and neglect:

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1-800-252-5400 or on the web at [http://www.txabusehotline.org](http://www.txabusehotline.org)).

**Class Rank/Highest Ranking Student**
The weighted grade point scale will be used in determining class rank. A student who transfers in prior to the last two high school years shall receive weight for courses taken in accordance to the UT Permian Basin grade point scales. Class rank will be processed at the end of the sophomore and junior years, after the first quarter of the senior year, and again prior to graduation. The student with highest GPA at the time of the final ranking will be named Valedictorian and be provided a certificate to be used for tuition at a Texas public institution of higher education. The student with the second highest GPA will be named Salutatorian. Both the Valedictorian and Salutatorian must be full-time high school students and have completed four full years of academics (three-year graduates are not eligible for these honors). Ties will be determined by 1) GPA in PLTW courses, and if there is still a tie, 2) student with the most dual credit courses.

**Class Schedules**
All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day.

**College Days**
Seniors may use one school day for the purpose of visiting prospective colleges; juniors may use one school day for the purpose of visiting prospective colleges. College trips must be approved in advance by the campus administrator. Students with excessive absences for any reason may not be approved for college visits. College days may not be taken during exams, or in conjunction with Thanksgiving, Winter Break, Spring Break, or Easter Holidays.

**Complaints and Concerns**
Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint process in the UT Permian Basin STEM Academy Policy 300.120. A copy of this policy may be obtained in the superintendent’s office or on the UT Permian Basin STEM Academy website.

**Conduct**

**Applicability of School Rules**
As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior - both on and off campus as well as on
school vehicles - and consequences for violation of these standards. The UT Permian Basin STEM Academy has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the UT Permian Basin STEM Academy amends either or both documents for the purposes of summer instruction.

Social Events
School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.
A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
Please contact the principal if you are interested in serving as a chaperone for any school social events.

Conferences (Teacher – Parent)
Each teacher will have time available for parent conferences. The conferences should be scheduled with the appropriate teacher and/or campus principal. Communicating with the teacher or principal through email is the best method for scheduling a conference time.

Counseling
The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. As a parent, if you are concerned about your child’s mental or emotional health, please speak with the school counselor for a list of resources.

Course Credit
A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit bearing course, will earn credit for a course only if the final grade is 70 or above. For a two semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

Credit by Exam
If a Student Has Taken the Course/Subject
A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the UT Permian Basin STEM Academy’s board on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling,
or coursework by a student transferring from a non-accredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.” The school counselor would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

**Advancement/Acceleration - If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The exams offered by the UT Permian Basin STEM Academy are approved by the Board, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2018–19 school year will be published in appropriate UT Permian Basin STEM Academy publications and on the UT Permian Basin STEM Academy’s website. The only exceptions to the published dates will be for any exams administered by another entity besides the UT Permian Basin STEM Academy. In this case, a student and the UT Permian Basin STEM Academy must comply with the testing schedule of the other entity. During each testing window provided by the UT Permian Basin STEM Academy, a student may attempt a specific exam only once.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date.

(Students in Grades Kinder-5)

A student in grades 1-5 must be accelerated one grade if the student scores 80% or higher on each CBE including language arts, mathematics, science, and social studies for the grade level the student wishes to advance past. Additionally, in order to qualify for acceleration, the student must be recommended, and the student’s parent or guardian must give written permission. Districts must develop procedures to be approved by the local board of trustees for kindergarten acceleration.

(Students in Grades 6-12)

A student in grades 6-12 may be awarded credit based on performance on a CBE taken either with no prior instruction or with prior instruction. Students may not attempt to earn credit by exam for the same high school subject more than two times.

**No Prior Instruction**

Students who have had no prior instruction must be awarded credit for the applicable course if the student receives one of the following scores on a CBE approved by the local board of trustees:

- Three or higher on an AP exam
- A scaled score of 50 or higher on a CLEP exam
- 80% or higher on any other locally approved exam
If a student fails to earn credit by exam for a high school course before the beginning of the school year when the student would normally be expected to enroll in that course according to the district’s schedule, the student must satisfactorily complete the course in order to earn credit.

**Prior Instruction**

Students who have had prior instruction in a course may be awarded credit for the applicable course if the student scores 70% or higher on a CBE approved by the local board of trustees. Prior instruction is determined by the local school district.

**Dating Violence, Discrimination, Harassment and Retaliation**

The UT Permian Basin STEM Academy believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and The University of Texas of the Permian Basin employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. The University of Texas of the Permian Basin employees are expected to treat students with courtesy and respect.

For more information on dating violence, discrimination, harassment, sexual harassment and gender-based harassment, retaliation, reporting procedures, and investigation of reports please visit:

https://www.utpb.edu/campus-life/dean-of-students/university-policies/harassment-discrimination

**Distribution of Literature, Published Materials, or Other Documents**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the District Office. Such items may include school posters, brochures, flyers, etc. The yearbook is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

*(From Students)* Students must obtain prior approval from the principal before selling, posting, circulating, or distributing any copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization.

Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

*(From Others)* Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the UT Permian Basin STEM Academy or by a UT Permian Basin STEM Academy -affiliated school-support organization will not be sold, circulated,
Distributed, or posted on any UT Permian Basin STEM Academy premises by any employee or by persons or groups not associated with the UT Permian Basin STEM Academy, except as permitted by the Superintendent or designee.

**Dress Code**
The Student Dress Code is established to create a successful learning environment, model good citizenship, prevent disruptions, minimize safety hazards, and teach respect. Administrators have final authority concerning the clothing worn during school hours, or school sponsored events.

Guidelines: STEM shirts are required of the appropriate size. Shorts, dresses, or skorts are acceptable as long as they are long enough (fingertip length).

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**Drills – Emergency Information**
The UT Permian Basin STEM Academy conduct emergency drills designed to assure the orderly movement of students and personnel to the safest area available. Emergency procedures must be done quickly and quietly. Teachers will take their classes to the designated safe areas. The UT Permian Basin STEM Academy conducts fire, tornado, evacuation, lock-down, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. Even though these drills are almost always for practice, it is very important for students and teachers to treat them seriously. Maps and instructions are posted in each classroom. Each teacher will explain these in class and regular practice drills will occur. Staying quiet and paying close attention to instructions during drills is mandatory. When the alarm is sounded, students must follow the direction of teachers or administrators quickly, quietly, and in an orderly manner. In the event of a campus emergency, students will either be instructed to remain in their room (lock down), proceed with tornado procedure, or evacuate the building for fire or emergency. Emergency Evacuation Procedure/Fire Drill Emergency evacuation procedure will be used any time that remaining in the building might pose a danger to students. Examples are: fire, bomb threats, environmental and toxic disasters. The purpose of an emergency evacuation is to remove students from the building and to safety as quickly as possible. In the event that an evacuation is necessary, instructions will be given to evacuate the building.

1. Students should line up and proceed in an orderly manner to the designated area.
2. The teacher should ensure that all students are accounted for and bring an attendance strip with them, if possible.
3. Students should remain quiet at these locations until further instructions are given.
4. Once at the designated location, students should remain lined up by teacher in class order for a quick accounting of all students.

**Lock-Down Procedure**
Emergency lock-down will occur for the following: unauthorized/hostile person(s) on campus, catastrophic injury or accident, or any other situation requiring students to remain in the safety of the classroom.
Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Cell phones, Pagers, PDA’s, and other electronic devices are permitted at the UT Permian Basin STEM Academy, with permission for use in the classroom being given by the classroom teacher. However, misuse of those electronic devices is prohibited. See below:

- Making false accusations or providing false statements concerning wrongful, unlawful, inappropriate, or illegal conduct alleged to have been committed by another student or a UT Permian Basin STEM employee, official, facility representative or volunteer
- Sending, possessing, or posting electronic messages, videos, audio recordings, or images that are abusive, obscene, sexually oriented, harassing, threatening, intimidating, illegal, or that cause a material or substantial disruption at school, including cyberbullying
- Using any device or technology to copy or capture an image or the content of any UT Permian Basin STEM ACADEMY materials (such as tests or exams) without permission of a teacher or administrator
- Making, participating in the making of, transmitting to another via an electronic device, or posting to the internet a digital video, audio recording, or image of an actual or simulated act that involves a crime or conduct prohibited by the Student Code of Conduct (SCC)
- Using any device or technology that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or to record the voice or image of another without the prior consent of the individual being recorded
- Using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing
- Using the name, persona, or image of a student, a UT Permian Basin STEM ACADEMY employee, volunteer, or facility representative to create a web page or post one or more messages on a website without the other person’s consent for purposes of harassing, intimidating, embarrassing, or threatening another
- Using email, websites, or electronic devices to engage in or encourage illegal conduct, violations of the SCC, or to threaten school safety
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the UT Permian Basin STEM Academy, officials, volunteers, employees, or other students by any means
- Attempting to or successfully altering, destroying, interrupting, or disabling the UT Permian Basin STEM Academy technology equipment, the UT Permian Basin STEM Academy data, the data of other users of the UT Permian Basin STEM Academy computer system, or other networks connected to the UT Permian Basin STEM Academy system, including uploading or creating computer viruses, worms, or other harmful material
- Copying, reproducing, distributing, retransmitting, redisplaying, or modifying items from the UT Permian Basin STEM Academy website
- Engaging in any of the above forms of technological misconduct outside of school when such conduct causes a material or substantial disruption at school as determined by school officials
• Violating the UT Permian Basin STEM Academy Electronic Use Policy.

The UT Permian Basin STEM Academy permits students to possess personal other electronic devices such as netbooks, laptops, tablets, or other portable computers. These devices are expected to be used for approved instructional purposes only. Devices in the student’s possession that are not being used for approved instructional purposes must remain turned off and in the backpack during the instructional day, including during all testing.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal’s office. Confiscated telecommunications devices that are not retrieved by the student or the student’s parents will be disposed of after the notice.

In limited circumstances and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The UT Permian Basin STEM Academy is not responsible for damaged, lost, or stolen telecommunications devices.

**Acceptable Use of UT Permian Basin STEM Academy Technology Resources**

To prepare students for an increasingly technological society, the UT Permian Basin STEM Academy has made an investment in the use of UT Permian Basin STEM Academy-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the UT Permian Basin STEM Academy network systems and use of UT Permian Basin STEM Academy equipment, is restricted to approved purposes only. Students and parents will be asked to sign an Electronic User Agreement (see Appendix) regarding use of these UT Permian Basin STEM Academy resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

**Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is UT Permian Basin STEM Academy-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child [http://beforeyoutext.com](http://beforeyoutext.com), a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student...
who engages in conduct that results in a breach of the UT Permian Basin STEM Academy’s computer security, such as illegal tormenting, will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

**Eligibility for Extracurricular Activities (UIL)**

An individual is eligible to participate in a University Interscholastic League academic contest as a representative of the school if that individual:

1. Is not a high school graduate;
2. Is a full-time, day student in the participant high school, the student must be present 51% of the school day in order to participate in a contest held during that particular day or evening;
3. Has been in regular attendance at the participant school since the sixth class day of the present school year or has been in enrolled and in regular attendance for fifteen or more calendar days before the contest or competition (student becomes eligible on the fifteenth day); and
4. Has the required number of credits for eligibility during the first six weeks of school.

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

**Eligibility for Extracurricular Participants for the First Six Weeks**

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

1. Students beginning grade nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
2. Students beginning their second year of high school must have earned five credits, which count toward state high school graduation requirements.
3. Students beginning their third year of high school must have earned either:
   a. a total of ten credits which count toward state high school graduation credits, or
   b. a total of five credits that count toward state high school graduation requirements that were earned during the twelve months preceding the first day of the current school year.
4. Students beginning their fourth year of high school must have earned either:
   a. a total of fifteen credits that count toward state high school graduation credits, or
   b. a total of five credits that count toward state high school graduation requirements that were earned during the twelve months before the first day of the current school year.
5. Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office.
Eligibility for Extracurricular Participants After the First Six Weeks Of The School Year

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class (other than an identified advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has:

1. earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and
2. completed the three school weeks of ineligibility.

All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week.

Students lose eligibility for a three school week period. For purposes of the law, "three school weeks" is defined as fifteen class days. Ineligible students do not regain eligibility immediately. They must wait seven calendar days after the end of the grading period. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period. EXAMPLE: Grading period ends on Friday at 4:00 p.m. Students shall not regain or lose their eligibility until the following Friday at 4:00 p.m. The six-weeks grade determines eligibility (not the course average).

Emergency School Closing

If the campus must close, delay opening, or restrict access to the building because of an emergency, the UT Permian Basin STEM Academy will alert the community in the following ways: email, text, automated calling service, and local media.

Exemptions from Instruction

A parent or guardian may remove his/her child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the principal a written statement authorizing the removal of the child from the class or other school activity.

A parent or guardian is not entitled to remove the child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. This policy does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the UT Permian Basin STEM Academy and TEA.

Family Access

Parent/Guardian will be given access to their student’s information and grading through the student information management system “TxGradebook.” Please contact your campus administrative assistant for access.
**Fees**
Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on UT Permian Basin STEM Academy premises.

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

**Food Allergies**
The UT Permian Basin STEM Academy is a peanut free campus.

The UT Permian Basin STEM Academy requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The UT Permian Basin STEM Academy has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the UT Permian Basin STEM Academy receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.
**Food Service**

**Breakfast**
The UT Permian Basin STEM Academy will offer breakfast. For more information, please inquire with the front office.

**Lunch**
- Each student needs to bring a daily sack lunch. No refrigerator or microwave will be available to the students.
- Lunch deliveries by parents are only allowed if extenuating circumstances occur.
- Parent/Guardians who bring food to campus need to know they may not bring food for other students.
- Students in grades 10-12 have the ability to eat off campus for lunch, parent permission form is required.
- Outside deliveries are not permitted.

Students (in all grade levels) that continually (3 or more times a semester) forget to bring their lunch will face consequences in line with Student Code of Conduct.

**Fundraising**
Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Fund-raisers must be approved by the superintendent.

**Gangs**
Affiliation with a gang, secret society, or any unapproved student group is forbidden. The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sportswear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator. Student participating in gang activity may be removed from campus.

**Grades** *(See also STEM Grades in Appendix)*
Grading Periods Students will receive grades at six-week intervals. The teacher will submit the grades for the grading period according to the campus calendar. If the student has Admission, Review, and Dismissal (ARD) adopted goals and objectives, the teacher will create an Individualized Education Plan (IEP) progress report each grading period. A copy of the IEP progress report will accompany the report card and be provided to the parent/guardian.

**Interim Grade Reports (Progress Reports)**
The teacher will submit a list of any students who are failing at the third week of a six-week grading period to the principal. The campus special education coordinator will receive a copy of the list of students who require special education services and who have failing grades.
**Grading Period Average**
Grades earned during a grading period will be averaged and used to determine each student’s progress toward mastery of the TEKS.

**Semester Exams**
All students enrolled in Secondary (6th – 12th grade) courses are required to take semester examinations and/or complete culminating activities in all courses. Examinations may be written, oral, or project based. Each student receiving special education services will be required to take semester exams for regular course credit unless the ARD (Admission, Review, and Dismissal) Committee recommends an alternate method by which the student may complete the course requirements.

**Semester and Final Grades**
Final grades (in Secondary 6th – 12th) are determined by the grading period averages and the semester exam for a semester course. The grading period average accounts for 90% and the semester exam for 10% of the final grade.

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>1st six-weeks</th>
<th>2nd six-week</th>
<th>3rd six weeks</th>
<th>Semester Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Grade Weight</td>
<td>30%</td>
<td>30%</td>
<td>30%</td>
<td>10%</td>
</tr>
</tbody>
</table>

Final grades for yearlong courses are determined by averaging the semester grades. Elementary (K-5th grade) semester averages will be based on an average of all three six weeks in a given semester.

If a student enrolls after the beginning of a grading period and does not have sufficient or reliable assessment from his prior school, the teacher will determine the student’s mastery of the curriculum for that period through an assessment process approved by the principal. If the student’s history is not reflective of their current academic performance, the teacher and the principal may develop an appropriate plan to demonstrate mastery of the content. A student who earns a first semester average of 65% or better in a yearlong course may continue the course second semester and have the two semesters averaged together.

**Report Cards**
Report cards are a record of the student’s relative mastery of the TEKS for a grading period, semester exam, and final grade. The following grading scale will be used:

- A 90-100
- B 80-89
- C 70-79
- F 69 or below

**Grade Level Classification**
Grade levels are determined at enrollment or at the start of each school year. Individual exceptions may be made in writing by the principal to the superintendent.
Less than 6 credits  9th grade
6 < 11 credits    10th grade
11 < 17 credits   11th grade
17 <              12th grade

Transfer Grades
All incoming students’ GPA’s shall be converted to the system used by the UT Permian Basin
STEM Academy to determine GPA. For students coming from within the United States, numerical
grades shall be recorded exactly as they appear on the transcript, and alphabetical grades shall be
given the numerical equivalent according to the grade scale of the sending school. If no grade scale
is provided by the sending school, then the following conversion scale shall be used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98</td>
</tr>
<tr>
<td>B+</td>
<td>88</td>
</tr>
<tr>
<td>C+</td>
<td>78</td>
</tr>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>F</td>
<td>69</td>
</tr>
<tr>
<td>A-</td>
<td>92</td>
</tr>
<tr>
<td>B-</td>
<td>82</td>
</tr>
<tr>
<td>C-</td>
<td>72</td>
</tr>
</tbody>
</table>

Additionally, for students coming from state accredited schools within the United States, if a letter
grade of D or a numerical grade of sixty to sixty-nine is indicated as “passing”, credit shall be
awarded. The grade on the official transcript will be designated with a “P” or with the numerical
grade followed by a period, i.e. 68. and no GPA points shall be awarded.

The transcripts of students from non-accredited schools and schools outside the United States are
individually evaluated for equivalency to state and local courses.

Accredited Definition:
For the purposes of this policy, “accredited” shall be defined as accreditation by TEA, an
equivalent agency from another state, or an accrediting association recognized by the
commissioner of education.”

Accredited Schools:
The parent, guardian, or other person having lawful control of a student enrolling in a District
school from an accredited public, private, or parochial school shall provide evidence of the prior
schooling outside the District. The student shall be placed initially at the grade level reached
elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal.
On the basis of these observations and results of tests that may be administered by appropriate
District personnel, the principal shall determine the final grade placement.

Non-accredited Schools:
A student enrolling in a District school from a non-accredited public, private, or parochial
school, including a homeschool, shall be placed initially at the discretion of the principal,
pending observation by classroom teachers, guidance personnel, and the principal.

Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District
personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit:**
Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a non-accredited school, appropriate personnel shall evaluate a student’s records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

**Make Up Work**
For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

Students will receive the number of days absent plus one day to turn in assignments.

**Class Rank and Quartile**
Class rank and/or quartile are determined only for graduating classes that exceed ten graduates. A Valedictorian and/or Salutatorian may be awarded for a spring graduating class. Only students graduating on the Foundation Plan + Endorsements or higher will be considered for Valedictorian or Salutatorian.

**Transcript Assessment**
The counselor is responsible for transcript assessment and the award of any credits for a transfer student within thirty (30) days of receipt of an official transcript from a student’s former school. The counselor may seek assistance from the principal or the UT Permian Basin STEM Academy curriculum and instruction coordinator in assessment of a transcript.
**Graduation**

*Personal Graduation Plans*

A 4-year plan is developed for any student, grades 6-12, who has failed a state assessment instrument, or is not expected to graduate by the end of the fifth school year after enrolling in ninth grade. The personal graduation plan must identify educational goals for the student, which include diagnostic, monitoring, and intervention information, and other evaluation strategies.

**Graduation Requirements**

In order to graduate from high school, students must successfully complete a certain number of units and pass STAAR End of Course exams in English 1, English 2, Algebra 1, Biology, and US HISTORY. The State of Texas requires all students to complete a certain series of courses. The UT Permian Basin STEM Academy graduation requirements comply with the minimum requirements of the State of Texas. Students with disabilities may be permitted to graduate with ARD committee recommendation under the provisions of the IEP and with the consent of the ARD committee and their parents.

All students must complete all course work and other requirements needed for graduation in order to participate in the commencement ceremony.

**Grievance**

See Board Policy 300.120

**Health Related Matters**

When your child is ill, please contact the school to let us know he or she won’t be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse or designee. If the nurse or designee determines that the child should go home, the nurse or designee will contact the parent. Only a nurse can send a student home.

The UT Permian Basin STEM Academy is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions. Contact the school nurse or principal if you have questions or if you are concerned about whether or not your child should stay home.
**Immunizations**
Appropriate immunizations as outlined in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code (TAC). This information can also be accessed on the website of the Texas Department of State Health Services [http://dshs.state.tx.us/immunize/school/default.shtm](http://dshs.state.tx.us/immunize/school/default.shtm)

**Head Lice**
Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student’s parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at [http://www.dshs.state.tx.us/schoolhealth/lice.shtm](http://www.dshs.state.tx.us/schoolhealth/lice.shtm).

**Lice Notification**
Refer to Board Policy 400.120 - Section 8

The UT Permian Basin STEM Academy’s nurse will send a written notice to the parent of a child determined to have lice within 48 hours of the school becoming aware that the student has lice.

The UT Permian Basin STEM Academy’s nurse will send a written notice to the parents of each child that shares a class with a child that has been determined to have lice within 5 school days of the school becoming aware that a student has lice.

Notices will not include any identifying information and will include recommendations for the treatment and prevention of lice from the Center of Disease Control.

**Homeless Students**
For more information on services for homeless students, contact the UT Permian Basin STEM Academy’s homeless education liaison, the principal.

**Homework**
Students are expected to engage in flip assignments each school day. For more information regarding the importance of home assignments, please contact the principal.
Law Enforcement Agencies

Questioning of Students
When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody
State law requires the UT Permian Basin STEM Academy to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student’s physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal, or designee, will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations
The UT Permian Basin STEM Academy is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred
prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

- All appropriate UT Permian Basin STEM Academy personnel in regards to a student who is required to register as a sex offender.

**Leaving Campus**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The UT Permian Basin STEM Academy has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student’s return. Documentation regarding the reason for the absence will also be required.

- If a student becomes ill during the school day and the school nurse or other UT Permian Basin STEM Academy personnel determines that the student should go home, the nurse will contact the student’s parent and document the parent’s wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above.

- Students will not be allowed to leave campus during lunch hours. The campus is considered a closed campus.

**At Any Other Time During the School Day:**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

**Limited English Proficient Students**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the UT Permian Basin STEM Academy. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both UT Permian Basin STEM Academy personnel and at least one parent.
representative. The student’s parent or guardian must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state mandated assessments. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

Lost and Found
A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The UT Permian Basin STEM Academy discourages students from bringing to school personal items of high monetary value, as the UT Permian Basin STEM Academy is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Makeup Work
Makeup Work Because of Absence
For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit or final grade.”

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.
A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

**Medicine on Campus**  
Refer to Board Policy 400.120 - Section 4

Section 4.1. Written Request Required: Unless otherwise authorized by this policy, employees, agents, and volunteers are prohibited from administering any medication to students, including vitamins and food supplements.

The principal of the UT Permian Basin STEM Academy campus shall ensure that a written request to administer prescription medication to a student is received from the student’s parent, legal guardian, or person having legal control of the student before prescription medication may be administered by an UT Permian Basin STEM Academy employee.

Section 4.2. Authorized Employees: Employees authorized by the UT Permian Basin STEM Academy to administer prescription medication include:

- A registered nurse;
- Campus Administrative Assistants
- Trained Paraprofessionals

Section 4.3. Prescription Medication Dispenser: Employees authorized to administer prescription medication to a student shall ensure that the medication is administered from either:

- A container that appears to be in the original container and properly labeled; or
- From a properly labeled unit dosage container filled by an authorized employee from a container described by Section 2.3(a).

Section 4.4. Self-Administration of Prescription Asthma or Anaphylaxis Medicine: The principal of each campus shall ensure that a student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine in accordance with legal requirements.

Section 4.5. Non-Prescription Medication: A licensed physician or registered nurse who provides volunteer services to UT Permian Basin STEM Academy may administer to a student:

- Nonprescription medication; or
- Medication currently prescribed for the student by the student’s personal physician.

Section 4.6. Sunscreen: A student may use and possess sun-screen for the protection of overexposure to the sun.

*Self-Administration of Medications for Asthma and Anaphylaxis*  
Legislation allows a student to self-administer certain prescription medications for asthma when medically necessary. However, the student must demonstrate the skill necessary to self-administer the prescribed asthma medication.
Legislation (HB1 Section 10.01 & 10.02) addressed anaphylaxis medication. Anaphylaxis is a sudden, severe allergic reaction. The medication for anaphylaxis as well as the self-administration of this medication by a student must be authorized by a physician or other licensed health care provider. The student must demonstrate to the physician or other licensed health care provider and to the campus principal the skill level necessary to self-administer the prescribed medication.

The appropriate forms must be completed with physician and parent signatures for the student to carry asthma and anaphylaxis medications. (See Appendix)

Possession of Non-Prescription Drugs
See Student Code of Conduct

Parental Involvement
Working Together
Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

• Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

• Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.

• Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the UT Permian Basin STEM Academy.

• Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.

• Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.

• Monitoring your child’s academic progress and contacting teachers as needed.

• Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.

• Becoming a school volunteer.

• Participating in campus parent organizations and committees.

• Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.

• Serving on a committee to assist the UT Permian Basin STEM Academy in ensuring local community values are reflected in health education instruction and other wellness issues.
• Serving on a committee to determine criteria to be used to evaluate the overall performance of the UT Permian Basin STEM Academy and each campus in community and student engagement. For further information, please contact the principal.

• Being aware of the school’s ongoing bullying and harassment prevention efforts.

• Contacting school officials if you are concerned with your child’s emotional or mental well-being.

• Attending board meetings to learn more about UT Permian Basin STEM Academy operations.

**Parental Rights**

Parents have a right under the Federal Education Privacy Act (FERPA):

1. To request information regarding the professional qualifications of their child’s teachers.
2. To request information about the qualifications of any paraprofessional who may provide services to their child.
3. To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to their child.
4. To inspect a survey created by a third party before the survey is administered or distributed to their child.
5. To review their child’s student records when needed. These records include: Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to their child.
6. To remove their child temporarily from the classroom, if an instructional activity in which their child is scheduled to participate conflicts with their religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, their child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
7. Parents may grant or deny any written request from the UT Permian Basin STEM Academy to make a videotape or voice recording of their child.

Family Educational Rights and Privacy (FERPA) Statement:

Certain information about UT Permian Basin STEM Academy students is considered directory information and will be released to anyone who follows procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student. If a parent does not want the UT Permian Basin STEM Academy to disclose directory information from their child’s education records without their prior written consent, you must notify the UT Permian Basin STEM Academy upon enrollment of the student into our school. The UT Permian
Basin STEM Academy has designated the following information as directory information: “student’s name, degrees, honors and awards received.”

**Physical Fitness Assessment (Fitness Gram)**
Annually, the UT Permian Basin STEM Academy will conduct a physical fitness assessment of students in grades 3 through 12 as required by Education Code 38.101. At the end of the school year, a parent or guardian may submit a written request to the appropriate principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

**Pledge, Moment of Silence**
The UT Permian Basin STEM Academy will recite the Pledge of Allegiance and the Texas State Pledge followed by a minute of silence each school day. SB83 requires students to recite the pledges to the United States and Texas flags once each school day. Students may be excused from reciting a pledge on request of the student’s parent or guardian. The legislation also requires school boards to provide for a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to ensure that students remain silent and do not distract other students.

To request that their 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 their child to be excused from participation in the required moment of silence or silent activity that follows.

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

**Promotion and Retention**
A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student’s teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the UT Permian Basin STEM Academy.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.
If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the UT Permian Basin STEM Academy, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the UT Permian Basin STEM Academy as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student’s educational goals, address the parent’s educational expectations for the student, and outline an intensive instruction program for the student. For additional information, see the principal. For a student receiving special education services, the student’s IEP may serve as the student’s PGP and would therefore be developed by the student’s ARD committee.

(High School Grade Levels) To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. Students will also have multiple opportunities to retake EOC assessments.
**Report Card**

Report cards are a record of the student’s relative mastery of the TEKS for a grading period, semester exam, and final grade. Report cards are distributed for a six-week period.

**Response to Intervention Notification (RTI)**

Students that are at risk of not passing their coursework at the end of a grading term will receive a progress report along with an RTI notification stating the interventions that are utilized to assist with the poor performance. If the low performance continues, a RtI Team will be adjourned to discuss further recommendations.

**Reporting Child Abuse**

It is a state law that employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services. Information and resources regarding Child Abuse and Neglect can be accessed at [http://www.dfps.state.tx.us/Contact_Us/hotlines.asp](http://www.dfps.state.tx.us/Contact_Us/hotlines.asp).

included on this website is a directory listing of toll-free numbers maintained by various crisis organizations.

1. A professional as defined in the law is required to report not later than after the 48th hour after the professional has cause to believe the child has been or may be abused as defined in §261.001(1) or 261.401, Texas Family Code, or is the victim of the offense of indecency with a child and the professional has cause to believe the child has been abused as defined in §261.001(1), Texas Family Code.
2. A non-professional shall make a report immediately after the non-professional has cause to believe that the child’s physical or mental health or welfare has been adversely affected by abuse.
3. A report shall be made regardless of whether the contractor/provider staff suspects or knows that a report may have previously been made.

**Safety**

Student safety on campus, at school-related events, and on UTPB vehicles is a high priority of the UT Permian Basin STEM Academy. Although the UT Permian Basin STEM Academy has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other UTPB employees who are overseeing the welfare of students.
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

From time to time, students, teachers, and other UTPB employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

School Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus, students must leave campus immediately.

Teachers and administrators have full authority over student conduct at before- or after-school activities on UT Permian Basin STEM Academy premises and at school-sponsored events off UT Permian Basin STEM Academy premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Searches

Please refer to Student Code of Conduct, and section on Law Enforcement.

Telecommunications and Other Electronic Devices: Use of UTPB-owned equipment and its network systems is not private and will be monitored by The University of Texas of the Permian Basin and the UT Permian Basin STEM Academy. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law and policy, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the UTPB STEM Academy has a duty to identify and provide educational accommodations and related services to those students who
have disabilities, but who are not in need of special education for that disability in accordance with the individuals Disabilities Education Act (IDEA). For additional information, please contact the District’s Section 504 Coordinator.

**Sexual Harassment**
The UT Permian Basin STEM Academy believes that every student has the right to be free from all forms of discrimination and harassment while attending school and school-related activities. The UT Permian Basin STEM Academy regards sexual harassment of students as a serious incident and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person’s feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student or adult. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, campus administration, or The University of Texas of the Permian Basin’s Title IX compliance officer.

Information on investigations and reporting can be found in the UT Permian Basin STEM Academy Board Policy Module 400.

**Special Education Services**
The UT Permian Basin STEM Academy provides a continuum of specially designed instructional supports and services for students with disabilities who are eligible for Special Education services. A full range of academic supports for kindergarten through the twelfth grade are available and can be accessed through either the general program of instruction or through special education instruction and related services, as determined by the admission, review, and dismissal (ARD) committee. The school curriculum enables each student with disabilities to acquire knowledge and skills that are commensurate with the student’s needs and abilities and the general education curriculum.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

**Special Programs**
The UT Permian Basin STEM Academy provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the UT Permian Basin STEM Academy
or by other organizations. A student or parent with questions about these programs should contact the principal.

**Standardized Testing**

*TSI (Texas Success Initiative) Assessment*

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment will be required before a student enrolls in a dual-credit course offered through the UT Permian Basin STEM Academy as well. Students who are not successful on the TSI assessment will be required to attend summer boot camps and will be enrolled in TSI prep courses during the school year. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstance.

*Grades 3–8 STAAR (State of Texas Assessments of Academic Readiness)*

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level.

*High School Courses*

End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

1. Algebra I
2. English I
3. English II
4. Biology
5. United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.
There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

**State Assessment Program**

**TSI (Texas Success Initiative) Assessment**
Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

**State of Texas Assessment of Academic Readiness**
The statewide assessment program shall be primarily knowledge and skills based to ensure accountability for student achievement that achieve the state goals for public education. The state-adopted criterion-referenced assessment program shall be designed to assess essential knowledge and skills in reading, writing, mathematics, social studies, and science. Assessment instruments shall include assessment of a student’s problem-solving ability and complex thinking skills using a method of assessing those abilities and skills that is demonstrated to be highly reliable. The state-adopted End-of-Course assessment instruments shall be designed to be administered to students to assess essential knowledge and skills in mathematics, English language arts, social studies, and science. Every student receiving instruction in the essential knowledge and skills shall take the appropriate criterion-referenced tests, as required by Texas Education Code sections 39.023(a), (b), (c), (l) and 39.027(e). Tex. Educ. Code §§ 39.022, 39.023(a), (c), (f); 19 TAC §§ 101.1, 101.5(a).

To be eligible to receive a high school diploma, a nonexempt student must demonstrate satisfactory performance on the End-of Course assessments. Tex. Educ. Code § 39.025(b); 19 TAC § 101.7(a).

The Commissioner shall specify the schedule for testing. The superintendent shall be responsible for administering tests. The Commissioner may provide alternate dates for the administration of tests required for a high school diploma to students who are migratory children and who are out of the state. 19 TAC § 101.25.

All students, except students who are exempted, who are in special education programs, and whose ARD committees determine the assessment instrument would not provide an appropriate measure of achievement [see Alternative Assessment, below], shall be assessed in:

1. Mathematics, annually in grades 3 through 7 without the aid of technology and in grades 8 through 11 with the aid of technology on any assessment instruments that include algebra;
2. Reading, annually in grades 3 through 8;
3. Writing, including spelling and grammar, in grades 4 and 7;
4. Social studies in grade 8;
5. Science in grades 5 and 8;

**Permissible Accommodations**
Testing accommodations on the assessments administered are permitted for any student unless they would make a particular test invalid. Decisions regarding testing accommodations shall take into consideration the needs of the student and the accommodations the student routinely receives in classroom instruction. For a student receiving special education services, the ARD committee shall determine the allowable accommodations necessary for the student to take the assessments and shall document them in the student’s IEP. Permissible testing accommodations shall be described in the appropriate test administration materials. 19 TAC § 101.29.

**ELL Students in Special Education**
Decisions regarding the selection of assessments for ELL students who receive special education services shall be made by the ARD committee, which includes an LPAC member to ensure that issues related to the student’s language proficiency are duly considered. An ELL student who receives special education services may be exempted from the reading proficiency tests in English only if the ARD committee determines that these tests cannot provide a meaningful measure of the student’s annual growth in English reading proficiency for reasons associated with the student’s disability. The provisions apply to the alternative assessment of academic skills, which is a measure of annual progress rather than grade-level mastery. An ELL student who receives special education services and whose parent or guardian has declined the services required by Texas Education Code Chapter 29, Subchapter B [see EHBE], is not eligible for an exemption on the basis of limited English proficiency. 19 TAC §§ 101.1009, 101.1011.

**Students with Dyslexia**
TEA shall adopt or develop appropriate criterion-referenced assessment instruments designed to assess the ability of and to be administered to each student who is determined to have dyslexia or a related disorder and who is an individual with a disability under 29 U.S.C. 705(20), for whom the assessment instruments, even with allowable modifications, would not provide an appropriate measure of student achievement, as determined by the committee established by the Board to determine the placement of students with dyslexia or related disorders. The committee shall determine whether any allowable modification is necessary in administering to a student an assessment instrument required under this provision. Tex, Educ. Code § 39.023(n).

**English Language Learners (ELL)**
Students in grades three through twelve, an ELL student, as defined by Texas Education Code Chapter 29, Subchapter B, shall participate in the assessments in accordance with Commissioner’s rules at 19 TAC Chapter 101, subchapter AA. In grades 3 through 6, the language proficiency assessment committee (LPAC) shall determine whether a nonexempt ELL student whose primary language is Spanish will take the assessment of academic skills in English or in Spanish. The decision as to the language of the assessment shall be based on the assessment that will provide the most appropriate measure of the student’s academic progress. 19 TAC § 101.1005(b).
**Academic Progress Evaluation**
The commissioner shall develop an assessment system that shall be used for evaluating the academic progress, including reading proficiency in English, of all English Language Learners. An ELL student who is exempt from the administration of an assessment instrument who achieves reading proficiency in English as determined by the assessment system shall be administered the appropriate assessment instrument. Tex. Educ. Code § 39.027(e).

**Testing LEP Students at Other Grades**
The State Board of Education shall adopt rules for the administration of the assessment instruments adopted under Subsection (a) in Spanish to students in grades three through five who are of limited English proficiency, as defined by Texas Education Code section 29.052, whose primary language is Spanish, and who are not otherwise exempt from the administration of an assessment instrument under Texas Education Code section 39.027(a)(1) or (2). Each student of limited English proficiency whose primary language is Spanish, other than a student to whom Texas Education Code section 39.027(b) applies, may be assessed using assessment instruments in Spanish under this subsection for up to three years or assessment instruments in English under Texas Education Code section 39.027(a). The language proficiency assessment committee established under Texas Education Code section 29.063 shall determine which students are administered assessment instruments in Spanish under this subsection. The Commissioner by rule shall develop procedures under which the LPAC shall determine which ELL students are exempt from the administration of the assessment instruments. The rules shall ensure that the LPAC provides that the exempted students are administered the assessment instruments at the earliest possible date. Tex. Educ. Code 39.023(l), (m).

**English Language Proficiency Tests**
In kindergarten-grade 12, an English language learner (ELL), as defined by the Texas Education Code, Chapter 29, Subchapter B, as a student of limited English proficiency, shall be administered state-identified English language proficiency assessments annually in listening, speaking, reading, and writing to fulfill state requirements under the Texas Education Code, Chapter 39, Subchapter B, and federal requirements.

**Language Proficiency Assessment Committee**
In accordance with Texas Education Code sections 39.023(a), (l), and (m), the LPAC shall select the appropriate assessment option for each LEP student in accordance with this policy. Assessment decisions must be made on an individual student basis in accordance with administrative procedures established by TEA. The LPAC must document the reason for the TAKS Exit Level or STAAR participation in the student’s permanent record file.

**Immigrant Students**
“Recent unschooled immigrant” means an immigrant who initially enrolled in a school in the United States not more than twelve months before the date of the administration of an assessment instrument under Texas Education Code sections 39.023(a) or (l) and who, as a result of inadequate schooling outside of the United States, lacks the necessary foundation in the essential knowledge and skills of the curriculum determined by the LPAC. To the extent authorized by federal law, a

**ELL Students at the Exit Level**

ELL students are not eligible for an exemption from the exit level assessment of academic skills or the end-of-course tests on the basis of limited English proficiency. However, ELL students who are recent immigrants may postpone the initial administration of the exit level test and end-of-course test one time. “Recent immigrant” means an immigrant who first enrolls in U.S. schools no more than twelve months before the administration of the test from which the postponement is sought. 19 TAC § 101.1005.

**LEP Students at Other Grades**

Although an English language learner (ELL) shall not be exempt from taking an end-of-course assessment for reasons associated with limited English proficiency or inadequate schooling outside the United States, special provisions under Texas Education Code section 39.027(b) shall apply to an ELL enrolled in an English I or II course or an English for Speakers of Other Languages (ESOL) I or II course if the ELL:

1. has been enrolled in U.S. schools for three school years or less or qualifies as an unschooled asylee or refugee enrolled in U.S. schools for five school years or less; and
2. the student has not yet demonstrated English language proficiency in reading as determined by the assessment under 19 TAC §101.1003 (relating to English Language Proficiency Assessments).

Concerning the applicable English I or English II assessment in which the student is enrolled, an ELL who meets the eligibility criteria in Texas Education Code section 39.027(a) shall not be required to:

1. use the assessment score as part of the cumulative score for graduation;
2. retake the assessment each time it is administered if the student passes the course but fails to achieve the established minimum score on the assessment; or
3. have the score on the assessment count for 15% of the student's final grade in the course.

19 TAC § 101.1007

**Foreign Exchange Reporting**

A foreign exchange student who has waived in writing his or her intention to receive a Texas high school diploma may be excused from the exit-level assessment requirement. 19 TAC § 101.7(a)(3).

**Results to the Public and to Parents and Students**

Overall student performance data, aggregated by ethnicity, sex, grade level, subject area, campus, and district, shall be made available to the public, with appropriate interpretations, at regularly scheduled meetings of the Board, after receipt from TEA. The information shall not contain the names of individual students or teachers. Tex. Educ. Code § 39.030(b).

The UT Permian Basin STEM Academy shall notify each of its students and his or her parent or guardian of test results, observing confidentiality requirements. All test results shall be included
in each student’s academic achievement record and shall be furnished for each student transferring to another district or school. 19 TAC § 101.81.

**Parental Access**

A parent or guardian is entitled to access to a copy of each state assessment instrument administered to the parent’s child. This right of access does not apply, however, to those instruments or particular questions that are being field-tested by TEA. Tex. Educ. Code §§ 26.005, 26.006(a)(2).

**Students in Foster Care**

In an effort to provide educational stability, the UT Permian Basin STEM Academy strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the UT Permian Basin STEM Academy.

A student who is placed in foster care and who is moved outside of the UT Permian Basin STEM Academy’s attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. Please contact the principal, who has been designated as the UT Permian Basin STEM Academy’s foster care liaison, at 432.552.2580 with any questions.

**Student Success Initiative (SSI/Grade Placement Committee)**

In addition to local policy relating to grade advancement, students in grades five and eight shall demonstrate proficiency in reading and math as required by Texas Education Code section 28.0211 (a), in order to advance to the next grade. Demonstrated proficiency is defined under this section as meeting the passing standard on the appropriate assessment instruments specified by 19 Texas Administrative Code §101.2003 (a) (relating to Grade Advancement Testing Requirement). A student who does not demonstrate proficiency on one or both of these tests may advance or be placed in the next grade level only if (1) he/she completes all accelerated instruction required by the Grade Placement Committee (GPC) and (2) the GPC determines, by unanimous decision, that the student is likely to perform at grade level at the end of the next school year given additional accelerated instruction during the following school year. In making promotion decisions, the GPC must consider the recommendation of the student’s teacher, the student’s grades, and the student’s State assessment scores, and any other relevant academic information. Students who are promoted by the GPC must be assigned to a teacher who meets all state and federal qualifications to teach that subject and grade. 19 TAC § 101.2001 (b).

**Substance Abuse Prevention and Intervention**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school principal. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children’s mental health and substance abuse intervention services on its website.
**Suicide Awareness**

The UT Permian Basin STEM Academy is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access [http://www.texassuicideprevention.org](http://www.texassuicideprevention.org) or contact the principal for more information related to suicide prevention services available in your area.

**Summer School**

An accelerated Summer School program may be provided. A Summer School schedule will be distributed to parents in the spring.

**Tardies**

Each student should enter the classroom ready to begin work before the bell rings. The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness or early release hinders the proper conduct of such activity and imposes a distraction that leads to a loss of instructional time for students properly in attendance.

A student who is tardy to class will be subject to disciplinary action according to the Student Code of Conduct.

*Secondary Tardies (6 – 12th Grade)*

If a student misses fifteen minutes of a class period, the student will be counted absent for the entire period.

**Technology Access**

See [Electronic Use Policy](#) in Appendix

**Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials**

Textbooks and other UT Permian Basin STEM Academy-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

**Transcripts**

Transcripts are available through the PEIMS Coordinator, or Counselor, (432) 552-2580.
**Transfers**
The principal is authorized to transfer a student from one classroom to another.

**Tutorials**
The UT Permian Basin STEM Academy will offer free tutorials to students that need extra assistance to be successful with their academics and the STAAR test. Tutorials will be held according to the campus schedule.

**Vandalism**
Vandalism is defined as any defacement or destruction of school property. Graffiti is considered to be vandalism. Any form of “prank” may be considered vandalism. Students guilty of vandalism and/or criminal mischief under the Student Code of Conduct are subject to appropriate disciplinary consequences, prosecution and restitution.

**Video Cameras**
For safety and staff training purposes, video/audio equipment may be used by the facility, UT Permian Basin STEM Academy, or The University of Texas of the Permian Basin to monitor student behavior in classrooms and in common areas on campus. Students will not be told when the equipment is being used. When appropriate the videos may be reviewed and utilized in cases of potential disciplinary action. Videos may also be made of classroom instruction, used in feedback and training for staff. No recordings shall be shared or distributed to anyone outside of the immediate UT Permian Basin STEM Academy administration and staff without prior written consent from the child’s parent.

**Visitors to the School**

**General Visitors**
Parents and others are welcome to visit the UT Permian Basin STEM Academy. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable UT Permian Basin STEM Academy and The University of Texas of the Permian Basin policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parents will sit in a place that does not alter or disrupt instruction. Even if the visit is approved prior to the visitor’s arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.
**Visitors Participating in Special Programs for Students**
On certain days the UT Permian Basin STEM Academy may invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

**Volunteers**
We appreciate so much the efforts of parent, grandparent, and guardian volunteers that are willing to serve the UT Permian Basin STEM Academy and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

**Withdrawing From School**
A parent or guardian should accompany a student when withdrawing from school, unless the student has obtained an eighteen-year-old waiver. A parent or guardian signature is required for withdrawal of a student under the age of eighteen. The procedure for withdrawal is as follows:

1. Obtain appropriate withdrawal forms from the campus administrative assistant’s office.
2. Have the appropriate forms filled out by teachers; return all school instructional materials and technological equipment, school property; and make sure all fees/fines are paid.
Glossary and Appendix

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student’s absences when the student’s attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student’s parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student’s present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student’s progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.
PGP stands for Personal Graduation Plan, which is required for high school students and for any student in middle school who fails a section on a state-mandated test or is identified by the UT Permian Basin STEM Academy as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state’s system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of a UT Permian Basin STEM Academy committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or UT Permian Basin vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.
STUDENT ELECTRONIC USER AGREEMENT

2019-2020

As a student, I understand that:

- A school authority may retain and review my school issued electronic device at any time on campus.
- I may lose the privilege of using a school issued electronic device while on campus if I abuse the privilege in any way. I also understand that I may face further disciplinary action. All assignments must be completed even without a school issued device.
- I will not allow other students to use my school issued electronic device at any time. I am responsible for any damage or cost of repair that may occur even if another student causes the damage.
- I will be held accountable for any school issued electronic device and information viewed or stored on the device. I will be responsible for bringing my device fully charged to school.

I understand that the STEM Academy issued electronic devices are property of UT Permian Basin. I am responsible for fixing any damage incurred to the electronic device.

Replacement Cost:

- iPad: $350.00
- iPad Charger: $30.00
- Chromebook: $250.00
- Chromebook Charger: $20.00

By signing, I am agreeing to abide by each point listed above.

Student Name: _______________________________ Grade: _________________

Select Device (circle one): iPad (K-3rd) Chromebook (4th-11th)

Student Signature: _______________________________ Grade: _________________

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Insurance Information

The STEM Academy has chosen Worth Ave. Group as the vendor of choice to insure school-issued devices given to students and faculty. Insurance with Worth Ave. Group will protect the device against an assortment of damages. This insurance policy will provide full replacement cost coverage. This policy is also transferable to a replacement unit.

Deadline to purchase coverage: September 30, 2019

To purchase please visit: https://gpo.worthavegroup.com/gpo/utpbstemtx

**If purchasing insurance and the claim is denied due to any non-covered issue, you may be liable for the entire replacement cost.**
PARENT ELECTRONIC USER AGREEMENT

2019-2020

As a Parent/Guardian, I understand that:

- A school authority will retain and review my student’s school issued electronic device at any time on campus.
- My student may lose the privilege of using a school issued electronic device while on campus if he/she abuses the privilege in any way. I also understand that my student may face further disciplinary action. All assignments must still be completed.
- My student will not allow other students to use their school issued electronic device at any time. I am responsible for any damage or cost of repair that may occur.
- My student will be held accountable for any school issued electronic device and information viewed or stored on the device.

I understand that the STEM Academy issued electronic devices are property of UT Permian Basin. I am responsible for fixing any damage incurred to the electronic device.

Replacement Cost:
- iPad - $350.00
- iPad Charger - $50.00
- Chromebook - $250.00
- Chromebook Charger - $20.00

By signing, I am agreeing to abide by each point listed above. I agree to allow my student to use a school issued electronic device to connect to the Internet through the STEM Academy wireless connection while my student is on campus. I understand that he/she could potentially access inappropriate material that is available on the Internet. I also understand that if my student does not handle this privilege appropriately that he/she may lose the privilege of using a STEM Academy issued electronic device.

Student Name: ___________________________ Grade: _________

Select Device (circle one):
- iPad (K-3rd)
- Chromebook (4th-11th)

Parent Name: __________________________________________

Parent Signature: ______________________________________ Date: __________

Insurance Information

The STEM Academy has chosen Worth Ave. Group as the vendor of choice to insure school-issued devices given to students and faculty. Insurance with Worth Ave. Group will protect the device against an assortment of damages. This insurance policy will provide full replacement cost coverage. This policy is also transferable to a replacement unit.

Deadline to purchase coverage: September 30, 2019

To purchase please visit: [https://pgo.worthavegroup.com/pgo/utpbstemtx](https://pgo.worthavegroup.com/pgo/utpbstemtx)

**If purchasing insurance and the claim is denied due to any non-covered issue, you may be liable for the entire replacement cost.**
Dear Parents,

Only medications that are necessary for a student's medical care will be administered at school. Most medications that are needed, even up to three times a day, can be given at home and should not be sent to school. There are some occasions where medication is required by students and cannot be adequately given at home. In these cases, with written permission of a parent or guardian, school personnel can give the medication. The following are guidelines established for medication administration by school personnel.

A Request for Medication Administration form must be completed for each medication to be administered.

Parents are to drop off and pick up medication at the school office. Students are not allowed to carry medication with them in school. Unused medication will be discarded after 30 days.

Medication must be in the ORIGINAL container. The school will not accept or administer any medications that are in Ziploc bags or improperly labeled bottles. No mixtures of medication are accepted (i.e. Tylenol 500 mg and 250 mg in one container).

Please make arrangements so the medication can be left at the school office until the last day the medication is to be given. If the pharmacist is unable to prepare a separate container for home and school, keep enough medication for home use and bring the rest to the school in the prescription bottle.

If non-prescription medications are required longer than one week, have the physician write an order to keep in the school records.

Students with prescription asthma or anaphylaxis medication may possess and self-administer their medication following section 38.15 of the Texas Education Code.

If your child wears contact lenses, she/he should keep a case and small solution bottle in her/his desk. Using their own supplies reduces the risk of eye infections.

Please call your principal if you have questions.
UT Permian Basin STEM Academy
Request for Medication Administration

Student: _______________________________ Grade: _______ Date of Birth: ___________
Teacher _______________________________________________________________________
Medication: __________________________ Dosage: __________________________
To be given the following school days: ____________________________________________
(individual dates)
To be given:
☐ Routinely each day at school at the following times: ___________________________
☐ As needed
Reason for medication:
☐ ADD/ADHD
☐ Pain
☐ Other: ____________________________
Physician’s Name (and phone number if known) _________________________________
Other meds taken at home ______________________________________________________
By signing below, I acknowledge that I understand that:
• UT Permian Basin STEM Academy personnel will administer medication to my child in
  accordance with Texas Education Agency and UT Permian Basin STEM Academy policies.
• It is the parent/guardian’s responsibility to maintain the medication supply.
• Unclaimed medication will be destroyed at the end of the school year.

Parent/Guardian Printed Name ____________________________________________________
Parent/Guardian Signature ___________________________ Date____________________

For Office Use Only
Medication Received by: ______________________________
Quantity: __________________________
Date: __________________________
Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the UT Permian Basin STEM Academy release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the UT Permian Basin STEM Academy, unless the parent or eligible student directs the UT Permian Basin STEM Academy not to release information to these types of requestors without prior written consent.

Parent or guardian: Please complete the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of ______________________________ (student’s name), request that the UT Permian Basin STEM Academy not release my child’s name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent signature ______________________________ Date __________________

Please note that if this form is not returned with the other materials identifying what the UT Permian Basin STEM Academy considers directory information, the UT Permian Basin STEM Academy will assume that permission has been granted for the release of this information.

Consent/Opt-Out Form

Dear Parent or Guardian:

The UT Permian Basin STEM Academy is required by federal law to notify you and obtain your consent for or denial of (opt out) your child’s participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as a “protected information survey” that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (‘marketing surveys”), and to certain physical exams and screenings. You will be able to inspect the survey or other instruments and any instructional material used in connection with such survey, analysis, or evaluation.
The purpose of this policy is to ensure safety and security for our students and staff on the STEM Academy campus.

Administration and teachers try very hard to be familiar with all of our students. However, it is a challenge for every staff member to know each of our students. Therefore, it is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue, and we will not be compromise when it comes to the safety of our students and staff. ID Badges help us in identifying students as well as trespassers.

The School Leadership Team has adopted the Student ID Badges Policy. Following are the procedures that all teachers and administrators will use to encourage our students to comply with the policy.

Upon enrollment, students will be issued a free student ID Badge, lanyard and cover slip.

1. The ID Badges must be worn by our 6th—10th grade students in the following manner. Different guidelines will be utilized by our Kinder –5th grade students:
   a. The ID Badge must be worn on a lanyard hanging from the neck.
   b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
   c. The ID Badge must be presented to any school staff member or person of authority when seeking student identification.
   d. The front and back of the ID Badge must remain plain and free of stickers, markings, other photos, etc.
   e. Students are excused from wearing ID Badges during classes where they present a hazard to student safety.

2. Lost, stolen, altered, damaged, and defaced ID Badges must be replaced immediately through the front office.
   a. Cost for replacement is $5.00 for a new ID Badge, lanyard and sleeve.

Teachers will do an ID Badge check at the beginning of each class period each day. For a student who does not have his/her ID Badge, they will adhere to the following procedures:

   a. The teacher will send student to office. We will issue the student a one-day temporary ID Badge (Sticker) that must be worn during the school day.
   b. The temporary ID Badge will be dated.
   c. Record of these students will be kept and turned in to principal.
   d. Administration will assign consequences.
   e. Last period teachers will collect and discard all temporary IDs and destroy them prior to class dismissal.
f. Students who come to school without their ID badge will be provided their first temporary ID at no charge. All temporary IDs thereafter will cost one dollar ($1.00) payable in the office.

If lost or stolen, new ID Badges can be purchased from the office at the following times:

a. Before school in the office from 7:30 a.m. to 7:45 a.m.
b. During the student’s designated lunch period
c. After School from 2:30 p.m. – 5:00 p.m.

Consequences for not displaying/possessing School ID

1st Violation - Warning

2nd Violation - Lunch Detention

3rd Violation – Email to parents

4th Violation – Morning Detention – warn parent

5th Violation – Afternoon Detention

6th Violation – Conference with parents about school safety rules and School of Choice.

These consequences are cumulative for the entire school year.

Note: Refusal to provide access to ID badges to an adult on campus is insubordination which shall result in a referral to the office of the administration.

Thank you for ensuring that your child wears their ID Badge to school each day and for assisting us in implementing this new policy to make our campus safe.

Please sign stating that you have read these guidelines.

________________________________________  ________________________________
Parent/Guardian Signature                   Student Signature
STEM GRADING

It is our belief that grades should ONLY reflect the student’s knowledge of the standards. Grades should never reflect a student’s behavior. Examples of assigning grades based on student’s behavior might include deducting points for the late work or offering extra credit for bringing supplies.

All teachers should keep an accurate written record of each student’s progress during the school year. In addition, each teacher is responsible for placing a minimum of 2 grades tied to specific standards per week in TxGradebook.

A standards-based rubric should be completed for every PBL. Grades are to be weighted as follows:

Grades K-2
No weighting

Grades 3-5
- Formative 40%
- Summative 60%

Grades 6-12*
- Formative 30%
- Summative 70%

*Students enrolled in Dual Credit courses follow the grading policy outlined by the course professor.

Students may resubmit formative assessment work up until the time of the summative test that assesses the formatives.

Formative Assessments: Includes informal assessments, check-ins, exit tickets, journal checks, quick writes, plikers, kahoot, informal quizzes, question checks at the end of class and daily assignments.

Summative assessments include formal tests and projects. It is teacher discretion whether a student can retake a test and the time frame for completion. Projects cannot be resubmitted.

Make-up work will follow the Handbook policy. Students will receive the number of days absent plus one day to turn in assignments.

**Incomplete Work:** (Flipped Work, Homework and Classwork)
1st Daily Offense – Lunch Detention and Parent Contact
2nd Daily Offense – After School Detention/Parent Contact
3rd Daily Offense – Principal meeting