

JOHN P. STEVENS/CAST TEACH HIGH SCHOOL CAMPUS POLICY

2024-2025

JOHN PAUL STEVENS HIGH SCHOOL ADMINISTRATION

Ryan Purtell	Principal
Wendy Reyes	Associate Principal
Tiffany Burrell	Academic Dean
Johnnie Fair	Assistant Principal
Jason Havrda	Assistant Principal
Melissa Herrera	Assistant Principal
Christopher Lasko	Assistant Principal
Moises Ochoa	Assistant Principal

CAST Teach High School

Ericka Olivarez	Principal
Gabriela Aguilar	Associate Principal
Denecia Anderson	Counselor

GUIDANCE COUNSELORS

Barbara Lebron	Head Counselor
Merida Benavides	Counselor
Denise Davila-Villasana	Counselor
Stephanie Garcia	Counselor
Lindsay Manfull	Counselor
Meliza Morales-Jasso	Counselor
Tori Talbert	Counselor

Section A Campus Policy

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A Message From The Stevens/CAST Administration

To Students:

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

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

To Parents:

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

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

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

John Paul Stevens

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

ALMA MATER

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

FIGHT SONG

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

MASCOT

Falcon

SCHOOL COLORS

Black, Red and Silver

CAMPUS STAFF

Principal

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

Administrative Team

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

CAST Teach Administration

CAST TEach has its own Principal and Associate Principal that work in partnership with the Stevens Administration Team.

Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are responsible for carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. As classroom leaders they are responsible for supervising and directing all students in the pursuit of their education.

Campus Secretaries

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

Counselors

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

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

Guiding students to set realistic educational and career goals.

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

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

Students should see their counselors about any of the following:

Scheduling

Pre-registration

Course choices

Standardized tests, including college admission tests

Cumulative permanent records

College choices

Financial aid

Career planning

Interpersonal relationships: student, teacher, parent

Instructional Assistants

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

Police

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

ACADEMICS

Our campus vision is to grow future-ready members of the community and we work to achieve our vision by providing learner-centered education that challenges all students. We strive to provide engaging and relevant learning opportunities connected to experiences students will encounter in their community careers and adult lives. Also, mutual existence of academic disciplines and extracurricular activities is encouraged, as our faculty feels that the well-rounded student is the primary goal.

Academic Support

For questions regarding a student's grades, parents should contact the teacher directly. Students who need additional time and support should utilize tutoring opportunities provided by their teachers and the campus. Teachers are able to assist students either before and after school hours as appropriate. Specific tutoring times are provided by each teacher / department.

Academic Integrity

To foster a productive learning environment, students and their teachers must base their relationships on mutual trust and respect. Integrity, ethics and trustworthiness are integral parts of building a relationship of mutual respect and are character traits each student should possess. Therefore, students are required to complete all assignments with honesty and integrity.

Any student who cheats, plagiarizes or copies someone else's work or allows someone else to utilize/view their work which results in copying/plagiarizing, may be subject to both disciplinary and academic penalties. Teachers will work with admin as needed to determine when any of the following consequences for violating academic integrity are warranted:

- Parent contact/conference
- Assigning a zero for the assignment
- "U" in conduct in that grading cycle
- Discipline referral to administrator or academic dean for documentation
- Notification of offense to student's coaches/sponsors (as it relates to UIL and NHS eligibility)

ACADEMIC POLICIES Please refer to the [NISD High School District Handbook](#) (Section B) for all general academic policies all NISD high schools adhere to (including grading, class rank, eligibility and graduation requirements).

LIBRARY POLICIES

The library has a varied collection of books and electronic sources and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students equal opportunities to use the library materials in an atmosphere conducive to learning. Please reference the campus website www.nisd.net/stevens for more information.

ATTENDANCE

ABSENCES

Minimum Attendance for Class Credit Law

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

Missing a Bus

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

Arrival at School

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

Tardies

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

Absences – Excused vs Unexcused

- On the day following an **absence** the student will report to the Attendance Office and present a written excuse before school. The note will be kept in a file under the student's name, however, if a copy is requested, one will be made. The attendance office will update the student's attendance record, if necessary. Parent notes (EAPN), doctor's notes (EADN), and other forms of documentation will only be accepted up to 3 days after the absence. Any note provided later than defined above must be approved by an administrator. EAPN and EADN's are excused at the district level, but still count against the 90% rule for credit.
- Excused Absences:
 - o Personal illness
 - o Funerals for immediate family members with appropriate documentation
 - o Personal medical appointments
 - o Court appointments with subpoena
- Unexcused Absences:
 - o Car trouble/flat tire
 - o Missing the bus/ride
 - o Overslept
 - o Renewing driver's license
 - o Caring for a family member
 - o Busy traffic
 - o Court appointments for a traffic violation
 - o Notes without all pertinent information
 - o A confirmed truancy
- If a student fails to bring a note, the absence will be left unexcused.
- If a student attends **only part of the school day** due to appointments, a parent/guardian must report to the Attendance Office with a **valid picture ID** to sign the student out. When the student arrives at school late without any documentation, the student's absence will be considered unexcused. The unexcused absence will be coded as either AT (absent by tardy), or UA, for each class the student is absent the entire period. **It is advised that students inform their teachers about any planned absences prior to the absence.**
- Students who arrive after 9:15 AM due to tardiness will be counted AT (absent by tardy), as mentioned above. This is an unexcused absence.
- Students missing more than **10 minutes of any class** are considered AT (absent by tardy) for the period.
- If there is a question concerning the validity of any note the student will be referred to an administrator for verification.

Leaving School During the Day

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

Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Missing tests or work may be entered in the gradebook as "missing" and count as a "0" until the student makes them up.

Extended Absences

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

Attendance Recovery

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

Waiver for Excessive Absences

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

VERIFICATION OF ENROLLMENT (VOE)

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

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

GENERAL INFORMATION/ CONDUCT

Bell Schedule

Stevens/CAST High School operates on an 8 period bell schedule. Lunch is during periods 3, 4 and 5. The bell schedule can be accessed from the Stevens Website. Students may only enter the building through the front doors or the bus loop doors. Students are expected to be in tutoring or at an approved school activity no later than 5 minutes after the dismissal bell. Students found loitering will be asked to leave the building. Disruption and / or inappropriate behavior after school may result in disciplinary action and a Criminal Trespass Warning issued by NISD police.

Bicycles / Skateboards

Bicycles may be locked at one of the bike racks located in front of the school. Skateboards are NOT permitted on campus. They will be confiscated and returned to a parent

Planning Period

Each teacher is assigned a planning period as part of his or her teaching assignment. This period is set aside to give the teacher an opportunity to develop plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents.

Confiscated Items (skateboards, musical instruments etc.)

Items that are deemed a nuisance item by becoming a distraction in class or in common areas may be confiscated. THESE ITEMS WILL BE SECURED IN THE ADMIN OFFICE AND WILL BE RETURNED ONLY TO A PARENT AT THE END OF THE SCHOOL DAY. Upon a student's 3rd occurrence of any confiscated item, the student may be suspended and / or prohibited from possessing the item while at school.

Deliveries / Forgotten Items

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

NO FOOD OR DRINK is allowed in the classrooms. Expectation: Reusable water bottles, drinks with a resealable top and small personal snacks. Students are expected to eat breakfast/ lunch in the cafeteria during designated times. Lunch periods are on the closed campus concept. For campus safety, professional food delivery services are not allowed. Students may not return to campus with food or drink items. If students leave campus for lunch, they must consume their food and beverage items off campus before returning to campus. Students are expected to properly dispose of trash and disposable items before entering the building through the main doors.

Detention Hall

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

Disruption

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

District Issued Devices

Students are financially responsible for damaged, lost or stolen district issued devices and equipment such laptops and chargers.

Dress Code

The responsibility for the appearance of the students at Stevens High School rests with the students and parents. Clothing which displays or suggests vulgarity or obscenity, racial slurs, promotes the use of drugs, alcohol, or tobacco, or is excessively revealing is not permitted. Leg wear (including long pants) exposing skin mid thigh is not permitted. Tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited. Wallet chains, jewelry, or accessories that can be considered dangerous are not permitted. Refer to Section D of this handbook for NISD Board Policy.

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

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

Finals

Finals will be during a designated time near the end of each semester. Make arrangements to be present for these days. In the event of an emergency, a student misses their designated semester exam period, the student will be required to make that exam up at a later date. Until the student completes the exam, their grade cannot be finalized. Semester exams may not be taken early. All other special testing considerations must be arranged and requested through the Academic Dean.

Financial Obligations

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

Graduation

Graduation is a solemn and dignified ceremony. All graduating Seniors will be required to attend a mandatory graduation meeting and a mandatory graduation rehearsal. In these meetings, the Northside ISD expectations for behavior will be clearly articulated. Students who choose to violate the expectations may be removed from the ceremony.

Hall Pass

Students out of any class will be charged with the responsibility of having in their possession an authorized pass. This pass can either be a pink hall pass (signed and dated by a member of the staff) or a classroom restroom pass.

Health Services

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

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

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

I.D. Cards

Per NISD Policy, all students are required to wear their ID badges at all times while on campus. The first card is issued free of charge. A \$5.00 fee will be charged for replacement ID cards.

Junior/ Senior Lunch

Off-campus privileges are reserved for Juniors and Seniors in good standing only. Approved Juniors and Seniors will receive an off-campus sticker on their school ID. Forms can be found during Prep Days or in the APO before or after school. Under no circumstances will Freshmen and Sophomores have permission to leave campus during the school day, including lunch, unless they are signed out by a parent or guardian. Students who are permitted to go off campus, must leave during the first 10 minutes and return on time. They are not permitted to bring food back to campus. Off campus lunch is for Juniors and Seniors to enjoy their lunch privilege **off campus**.

Locker Assignment

Lockers are optional and are assigned when a student requests a locker at the beginning of the school year. NO SHARING OF LOCKERS WILL BE PERMITTED. Lockers are NOT the student's personal property and are subject to inspection by school personnel. Students are responsible for all items stored in their assigned locker. Lockers are provided as a service for storage of books and school needs. They are not intended for the safekeeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

Lost and Found

Neither the School District, Stevens High School, nor the faculty or staff of Stevens/CAST Teach High School will be responsible for any personal possessions that a student may choose to bring to school. Students who find lost articles and textbooks are asked to bring them to the Receptionist's desk. Clothing and other articles that are not claimed by the end of each year are turned over to a charitable organization.

Metal Detectors

The use of metal detectors will be used randomly throughout the school year. Their use will allow the random checks of students, staff, or visitors, and will be coordinated by NISD police and campus administration. This will also support the work of our police canine unit on campuses.

Messages

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

Parent / Teacher Conferences

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

Parking and Traffic Regulations

I. RESPONSIBILITIES

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

II. REGISTRATION

- A. Parking permits will cost \$20.00. Permits are valid for the academic year.
- B. The permit must be attached in the bottom right corner of the front windshield.
- C. If a permit is lost or a new vehicle is purchased, another permit is required and must be purchased.
- D. Registration information includes an operator's name and address, a valid driver's license, school identification card, vehicle license number and description. Also, the name of the vehicle's insurance company and policy number are required. A vehicle must be insured before a permit will be issued. The student requesting the permit must be on the insurance and listed as an operator of the insured vehicle.
- E. Two wheel vehicle permits are to be affixed to an area that is easily seen.
- F. Parking privileges will be revoked if a student has persistent or major disciplinary problems, excessive absences, uses the vehicle to violate school policy, drives recklessly (on or off campus), speeds or any other violation as determined by the campus Principal. A new parking sticker will have to be purchased if they re-qualify for the permit after an amount of time determined by campus administration.

Personal Devices

Personal devices such as cell phones, smart watches, tablets and headphones, are not permitted to be used in the classroom unless instructed by the teacher.

Posters and Signs

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

Social Behavior / Public Display of Affection

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

School Sponsored Activities

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

School Parties and Dances

Students wanting to attend school sponsored dances including prom must be in good academic standing, to include grades, attendance and discipline.

- Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
- Planned activities are to be for the use and enjoyment of John Paul Stevens/CAST Teach High School students ONLY, unless requested and subsequently authorized by an administrator to include guests.
 - o Guests, where permitted, will be invited by special invitation, and they will be required to abide by all school rules and regulations.
 - o The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
 - o Applications for guest permits will be issued and approved by an administrator if appropriate

Students Selected for Popularity Courts

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

Telephones For Student Use

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

Testing-EOC

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

Textbooks

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

Tutoring

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

Visitors During the Day / Shadowing

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