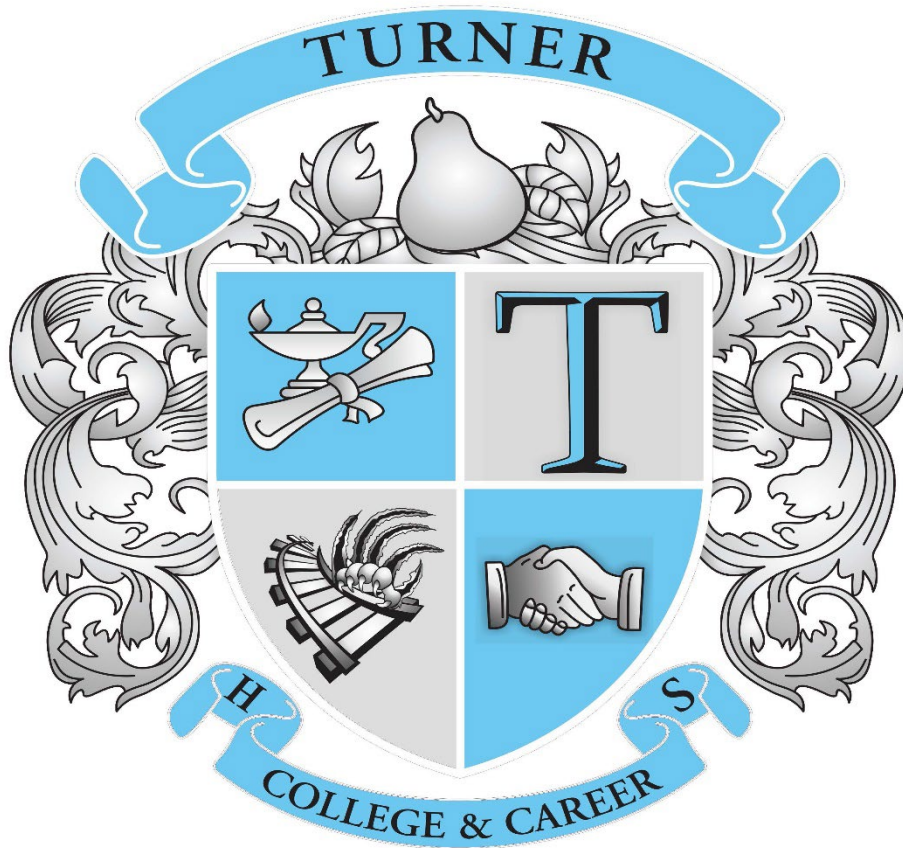


Turner College & Career High School

Parent/Student Handbook 2023-2024



**4717 Bailey Road
Pearland, Texas 77584
(281) 727-1600**

School Hours: 7:15 a.m. – 2:35 p.m.

School Parent/ Student Handbook in order to promote a safe and orderly learning environment for every student. You are urged to read it thoroughly and discuss it among your family. If you have any questions about the rules and/or consequences, we encourage you to ask for an explanation from the students' teachers, the school counselors, or campus administrators. Please carefully read and initial the following statement and sign at the bottom of the page.

_____ We acknowledge receiving the ***Turner College and Career Parent/ Student Handbook*** for the 2023- 2024 school year, and that we are responsible for reading and understanding the rules and other information contained in the Handbook.

Student Name: _____ Grade: _____ Student ID#: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

**Please sign and return this page to Turner College and Career High School.
Thank you.**

WELCOME

Welcome to the 2023-24 school year. Education is a team effort, and we know that all students, parents, teachers and other staff members are working together to make this another successful year at Turner College & Career High School.

The Turner College & Career High School student handbook is designed to be in harmony with School Board policy and the Pearland ISD Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the student handbook provisions will be made available to students and parents through newsletters and other communications, including the district’s website.

INTRODUCTION OF STAFF

DISTRICT ADMINISTRATION

Superintendent	Mr. Larry Berger
Deputy Superintendent	Ms. Kelly Holt
Chief Financial Officer.....	Ms. Jorgannie Carter
Chief Technology Officer.....	Mr. Jon-Paul Estes
Assistant Superintendent of Educational Services.....	Dr. Lisa Nixon
General Counsel.....	Ms. Tanya Dawson
Executive Director of Curriculum & Instruction.....	Dr. Charles Allen
Executive Director of Human Resources and Communications.....	Dr. Sundie Dahlkamp
Executive Director of Elementary Education.....	Ms. Marlo Keller
Executive Director of Intermediate Schools.....	Dr. Lakesha Henson-Vaughn
Director of Advanced Academics	Dr. Joseph Cahill
Director of Athletics.....	Mr. Ben Pardo
Director of Career and Technology.....	Mr. Mike Akin
Director of Fine Arts.....	Mr. Tom Bell
Director of Food Services.....	Ms. Dorothy Simpson
Director of Instructional Programs, Elementary.....	Ms. Dawn Lyssy
Director of Instructional Programs, Secondary	Mrs. Bonnie Scheidt
Director of Maintenance and Operations.....	Mr. Matt Cline
Director of Testing	Ms. Melissa Ward
Director of Transportation.....	Mr. Keith Kaup
Coordinator of Student Outreach.....	Ms. Susan Holloway

Turner College & Career ADMINISTRATION

Principal	Dr. Kai Bouchard
Assistant Principal.....	Mrs. Joy Brown Johnson
Assistant Principal	Mr. Kevin James McDonald
Assistant Principal.....	Mrs. Angela Piedras

PROFESSIONAL SUPPORT PERSONNEL

Counselor, Lead.....	Mr. Juan De La Garza
Counselor	Mrs. Priya Patel
Counselor	Ms. Leticia Romo
Registrar.....	Ms. Beverly Suggs
Registered Nurse	Mr. Patrick Leal
Student Data Specialist	Mrs. Melissa Barrios
Librarian	Ms. Kimberly Herrington

PARA-PROFESSIONAL SUPPORT STAFF

Principal's Secretary	Mrs. Cheryl Lakey Evans
Assistant Principal's Secretary	Mrs. Jennifer Gilbert
Assistant Principal's Secretary	Mrs. Dora Flores
Receptionist.....	Mrs. Belinda Ledbetter
Counselor's Secretary	Mrs. Maria Mosqueda
Attendance Clerk	Ms. Nancy Guerra
Attendance Clerk	Ms. Bianca Serna

SCHOOL RESOURCE OFFICER

School Resource Officer	Trey DuRant
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TELEPHONE DIRECTORY

THS Main Switchboard	281-727-1600
THS Counselor's Office	281-727-1606
THS Attendance Office	281-727-1618/281-727-1605
THS Assistant Principal's Office	281-727-1600
THS Clinic	281-727-1632
THS FAX Number	281-727-1616
Pearland ISD - Central Office	281-485-3203
Pearland ISD Transportation	281-485-3562
Pearland ISD Food Services.....	281-412-1244

Pearland ISD Web Page: www.pearlandisd.org

Turner College & Career High School Webpage: www.pearlandisd.org/turner

I. GENERAL INFORMATION

Robert Turner College & Career High School does not discriminate in any of its programs, services, or activities on the basis of age, color, creed, sex, or national origin. Pearland Independent School District is an equal opportunity employer.

The Turner College & Career High School Handbook is to be used in conjunction with the District-Wide Student Code of Conduct (hereafter referred to as the **District Code of Conduct**). The Turner College & Career High School Handbook was developed to acquaint students and parents with both district and school policy so that the parent/guardian can encourage the student to follow the rules and regulations in order to provide an environment that is conducive to effective teaching and learning. The school handbook can be located on the school webpage.

ASSEMBLIES/AUDITORIUM PROGRAMS

Throughout the school year, students will have the opportunity to participate in various assemblies/pep rallies. Students are required to conduct themselves in assemblies/pep rallies as they do in class. Students who are tardy or who do not abide by the rules of conduct during an assembly/pep rallies shall be removed from the assembly/pep rallies and shall be subject to disciplinary action. An assembly will be held at the beginning of the school year to review the Student Code of Conduct.

CAFETERIA/FOOD/DRINKS

Students are expected to conduct themselves in an orderly fashion in the cafeteria. Tables/Eating Areas must be cleaned, and all trash must be thrown in the trash receptacles. **Students are not allowed to share outside food with other students. Do not bring birthday cakes, cupcakes, pizzas, etc., for student celebrations. Outside food and drink deliveries will not be accepted.**

You may monitor your child's meal account online at www.schoolcafe.com

It may take up to 24 hours to process payment and have it reflected in your child's balance. Parent online helpline 1-855-729-2328.

NOTE: Vending machines may be used before school and after school. Items purchased during unauthorized times will be taken up and not returned.

CLOSED CAMPUS

Turner College & Career High School is a closed campus and no student following his/her arrival shall leave the campus except in emergencies approved by the office. **No student is allowed to leave during lunch unless approved by the office. Consequences for leaving campus include but are not limited to ISS.** Students who are on a work-based program or attending college classes off-campus will be able to leave campus early. These students will be checked by campus personnel or campus security daily and must wear the appropriate student ID.

Under no circumstances are students to go into the parking lot during Lunch or any other time during the school day. Students are not allowed to sit in cars or go to their cars at any time without permission from administration. Students who leave campus are subject to a disciplinary consequence by their Assistant Principal, including, but not limited to, In School Suspension.

Students may not bring visitors to school to attend class or to have lunch. Only Parents/Guardians may have lunch with their child in a designated area with the approval of campus administration. Visitors other than parent or guardian are not allowed to eat with the student without the parent/guardian present. Only Parents/Guardians may observe classes with prior approval of campus administration.

One-day advance notice is required. All visitors must sign in at the main office for a visitor's pass. Visitors must provide a valid driver's license to receive a visitor's pass. Visitors must return the pass prior to leaving the campus when signing out in the front office.

CLUBS AND ORGANIZATIONS

All clubs must be approved by campus administration by the first progress report of the school year. No club may organize and form after this date. The necessary forms required to form a club at Robert Turner College & Career High School may be picked up in the Assistant Principal's office.

Student clubs and organizations and performing groups may establish rules of conduct—and consequences for misbehavior—that are stricter than those for students in general. If a violation of an organization's rules occurs that is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

PHYSICAL EXAMS are required for students participating in athletics, drill team and cheerleading.

Note: clubs and organizations not affiliated with THS or approved by the principal may not use the THS logo, name, or colors.

COMPUTER ACCESS

The Pearland ISD student guidelines for Acceptable Use of District Technology Resources can be found on the district website at: <https://www.pearlandisd.org/Page/18605>.

Consequences for violating the Acceptable Use Policy may result in the lowering of grade or loss of credit in a class that uses or requires computer use or access to the network or internet

Additional information regarding student devices can be found in the Student-Parent Device Handbook on-line at

https://www.pearlandisd.org/cms/lib/TX01918186/Centricity/Domain/67/Student_ParentDeviceHandbook.pdf

Information for technology support can be found on-line at <https://www.pearlandisd.org/Domain/4575>

CONFERENCES/CONCERNS/COMMUNICATION

Questions and specific concerns regarding your child should be addressed to the staff member who knows your child best. Most questions can be answered by your child's teacher or counselor. If the question/concern is not resolved with the teacher or counselor, you may request a conference with an administrator.

Parents wishing to set up a conference with a teacher or counselor may do so by contacting the individual teacher or counselor. Teachers are available for conferences by appointment only during their conference periods and/or before and after school with one day's notice. Teachers return phone calls during their conference periods and/or before or after school. Counselors are available for conferences by appointment.

Parents should report to the office when arriving for any conference. Visitors are not allowed to go directly to a teacher's classroom or to interrupt instruction.

DISTRIBUTION OF MATERIAL/POSTING OF SIGNS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and the campus principal. Printed materials for non-school related activities are prohibited – this includes private off-campus student parties/events.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed by anyone without the approval of the principal and in accordance with campus regulations. All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval.

DRILLS AND OTHER EMERGENCY SITUATIONS

Fire Drills:

Students will hear an automatic fire alarm. Students are to follow the instructions given by the teachers. Students are to walk out of the building in an orderly fashion and stay with their classroom teacher. Students will hear an alarm tone over the public address system or receive an all-clear signal from an administrator signaling the return to the classroom. The administrators and security will notify teachers and students when it is safe to re-enter the building. A map indicating exits will be posted in each classroom.

Disaster Drills:

Students will hear an announcement over the public address system announcing the drill. Students will move into the halls or other secure areas of the building. Students will hear an alarm tone over the public address system or receive an all-clear signal from an administrator signaling the return to the classroom, with no talking. In case of severe weather without warning (tornado, high winds, etc.), teachers are to move students away from windows. Students are to drop to the floor, protect their heads, and follow instructions.

Lock Down Drill:

Students and teachers will hear an announcement over the public address system announcing the drill. Students will move to a secure area in the room as directed by the teacher. The administrators will notify teachers and students when it is safe to move about the room.

Please Note:

When an emergency situation requires the lock-down of the school campus in order to protect students and staff, no one, including parents, visitors and staff, will be allowed to enter or leave the building until further instructions are received from school district officials.

EMERGENCY SCHOOL CLOSING INFORMATION

Each year parents are asked to complete an emergency release form to provide contact information in the event that the school needs to notify parents of early dismissal, delayed opening, or restricted access to a campus because of severe weather, a security threat, or another emergency cause.

The school will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number changes.

FEEES

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 of approved organizations.
- 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.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost damaged or overdue library books.
- Summer school fees for courses that are offered tuition-free during the regular school year.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- A 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 campus principal. [For further information, see policy FP.]

HALL PASS

Students should not be in the hallways, clinic, or library without teacher permission. It is the student's responsibility to ensure that they do not leave class without written permission (Hall Pass) from the teacher. The pass must state the date and time the student left the classroom as well as the destination. Students who are in the hallways without permission could be subject to a disciplinary consequence (detention or ISS).

LIBRARY

The library is open to students from 6:45 a.m. – 3:05 p.m. Students will visit the library regularly with their English and Social Studies classes. Students are not allowed to go to the library during class unless they have a written permit from their teacher. Students are required to sign in every time they visit the library. The library computers and printers are for school use only. Students are not allowed to use the library computers to play games. Overdue materials are subject to fines. Students are responsible for paying the replacement cost of lost library materials. Students who use the library should do so for academic purposes. Students not following library expectations will be asked to leave and/or subject to disciplinary consequences.

LOCKERS

Lockers will only be assigned to students who request them in the AP office. Lockers remain under the jurisdiction of the school even when they are assigned to students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted any time there is reasonable suspicion to do so, whether or not the student is present. The student has full responsibility for the security of the locker and is responsible for making certain that the locker is locked, and that the combination is not available to others. ***Students will not share their lockers with other students.*** The school district is not responsible for items missing or stolen from lockers. Students are responsible for damage. Lockers are inspected and emptied at the closing of school. Students should report any problems with their lockers to the secretary in the Assistant Principal's office.

LOST AND FOUND

A Lost and Found is located in the front office near the receptionist. Students who find items should turn them in to the front office. Items not claimed within three months will be donated to charity.

****The school does not assume any responsibility for personal property that is lost or stolen at school.**

PARKING

Student Pick-Up and Drop-Off

To help ensure student safety, the student pick-up and drop-off areas are located in the front drive facing Bailey. **The back of the campus is reserved for bus pick-up and bus drop-off only.**

[Student Parking Rules and Regulations](#)

ONLY STUDENTS WITH A VALID DRIVERS LICENSE AND PROOF OF INSURANCE ON THE VEHICLE ARE ELIGIBLE TO PURCHASE PARKING PERMITS.

Parking on the school property is a privilege. The student's vehicle may be searched for illegal materials including drugs, drug paraphernalia, alcohol, weapons, and/or pyrotechnics. Such searches will be made when deemed necessary by an administrator or when a vehicle is targeted by a drug dog. Reasonable efforts will be made to conduct a vehicle search in the presence of the owner of the vehicle, or the person to whom the parking permit for that vehicle was issued. District personnel or agents of the District will request and attempt to gain cooperation from the student or owner of the vehicle in gaining entry into the vehicle. However, in lieu of such cooperation, the District and its agent may gain entry to the vehicle by forcible means. Efforts will be made to gain entry with minimal or no damage to the vehicle. However, neither the District nor its agents will be responsible for any damage that is caused.

The school does not assume any financial responsibility for vehicles damaged, vandalized, or stolen while parked in the school parking lot(s) or for vehicles towed for rules violations. Students intending to park on school property must adhere to the following:

1. Parking permits are \$30 for the year or \$15 for the 2nd semester.
2. Only vehicles with valid parking permits, visibly on the passenger side on the lower corner of the windshield, may park on campus.
3. Students must park within the lines of their assigned space.
4. Unauthorized vehicles are subject to have the vehicle's tire booted for a \$15 fee or towed off campus at owner's expense and a \$75 fee.
5. Students may move their parking permit between family vehicles.
6. Students may not park along the curbs or in areas not designated for student parking.

7. Students may not park in grassy areas.
8. Students may not park in handicapped, reserved, designated substitute or visitor spaces.
9. Students may not go to their cars or leave campus during the day without administrative approval. **Violations may result in loss of parking privileges and school disciplinary action.**
10. Students may not transport passengers who are unauthorized to leave campus.
11. Students must drive safely. The maximum speed in a parking lot is 10 mph.
12. Students must leave their cars quickly after arrival on campus. Loitering at vehicles before, during, and after the school day is not permitted.

Students who abuse parking privileges are subject to revocation of their parking permit. [CLC (LEGAL)]

The school resource officer (SRO) may issue citations to students who violate the posted traffic signs in the school parking lot and designated areas, including speed limit and stop signs.

The Parking Permit applications are available on the THS Website. After making your online payment, permits will be picked up in the AP Office. All parking permit issues must be dealt with in the Assistant Principal's office before or after school. No student may use class time to get a permit or pay for parking tickets.

Violators of parking rules will be issued a parking ticket. Repeat violators may lose their on-campus parking privileges and/or be subject to school disciplinary action. Students will receive a parking ticket and a disciplinary consequence assigned by campus administration on the second parking violation. These repeated violations will result in a parking ticket and an ISS assignment.

Visitor Parking

Visitors to the campus may park in the faculty/visitor parking lot located in front of the school. Visitors should not park in reserved or handicapped spaces or in the fire lane. Visitors may not park in designated student parking areas. Visitors must check in with the receptionist to obtain a visitor's pass and are required to show a driver's license or state I.D.

CONFISCATION OF CONTRABAND/DISRUPTIVE ITEMS

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. See the District Code of Conduct.

PROHIBITED MISCELLANEOUS ITEMS

For a comprehensive list of prohibited items, please see the [Pearland ISD Code of Conduct](#).

SAFETY

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or others at risk.
- Reporting issues to teachers or campus administration that would put student safety at risk.
- Maintaining safe and respectful conduct while on social media sites.
- Following the PISD code of conduct and any additional rules for behavior and safety set by the principal or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.

- Following immediately the instructions of teachers, bus drivers, and other District employees who see to the welfare of students.
- Supervision of students is during school hours from 6:45am to 2:45pm.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

STUDENT IDENTIFICATION CARDS

Students are required to wear photo identification badges. Badges shall be replaced at the expense of the student if the badge is lost, stolen, broken, deformed, or distorted. The student ID badge will cost \$5.

All parents must check in at the campus' front office when visiting. A visitor's identification badge will be issued at that time.

TEXTBOOKS

AP textbooks will be issued directly to the students at the teacher's request. All other textbooks are issued online, and class sets may be available in the classrooms. Students **must** have a student identification card to receive books. Each book will have a bar code on the front cover. If the bar code label is altered in any way, students are responsible for the full cost of the book.

For identification purposes, students are expected to write their name in their textbooks.

If a textbook is lost, the student must pay for the book before a second book can be issued. Students may also be charged for damaged or defaced books. To pay for textbooks, students will pay fee via Skyward.

Students withdrawing from school must return their textbooks to the Assistant Principal's secretary in order to complete the registrar's check-out process. If any of the books are not returned, they must be paid for at the time of check-out before the student can be cleared.

Textbooks may only be issued over the summer to students enrolled in summer classes. Summer textbooks will not be available until the campus textbook audit has been completed (typically available around mid-June). Textbooks for the fall semester will not be issued until school registration.

VISITOR ID SYSTEM

All visitors must first report to the receptionist's desk to sign in and present their driver's license to receive a visitor's pass. The pass must be worn at all times while on school property, and all visitors will be expected to abide by the same regulations governing our student body. Visitors should return the pass upon completion of their visit so they can be signed out of the building. Students from other schools are not permitted to visit our campus during the school day. Trespassers will be prosecuted.

Parents are welcome to visit. Visits to individual classrooms during instructional time shall be permitted only with administrative approval and 24-hour notice. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

STUDENT WITHDRAWALS

The withdrawal process begins in the registrar's office and involves the counseling office. A parent or legal guardian must be present on the date of withdrawal to withdraw the student from school. All textbooks and library books must be returned at the time of withdrawal. Any money owed for fines, fees, lost books and equipment must be paid at the time the student withdraws. Please allow one hour to complete the withdrawal process.

VOE (Verification of Enrollment)

A signed parental VOE form must be on file in the attendance office prior to requesting a VOE. Forms are available at the attendance office. Students and/or parents must give at least 24-hour notice for processing of VOE during the school year. During the summer, notice must be given at least five (5) business days before processing VOE. Student must present valid school photo ID to sign and receive notarized VOE. Please note that a VOE will not be issued to students who have denied credits or excessive absences.

STUDENT CLASSIFICATION/GRADUATION REQUIREMENTS/CLASS RANK

Each student has access to the *Pearland ISD Course Selection Handbook*. Students and parents should refer to this book for more complete information about the academic programs. For the most current version of the handbook, visit the following website:

<https://www.pearlandisd.org/site/handlers/filedownload.ashx?moduleinstanceid=30738&dataid=32006&FileName=2023-2024%20Course%20Selection%20Handbook.pdf>

INCOMPLETE GRADES/REPORT CARDS/FINAL EXAMS

Incomplete grades on report cards (INC) must be made up before the end of two weeks into the next grading period or within two weeks after the student returns to school. Students who are ill (excused absence) at the end of the school year are responsible for gathering and completing all missed assignments to their teacher before the end of the school year. Failure to complete the assignments will result in a zero on each missed assignment. Students who are ill during final exam week must also make arrangements with their counselor to take final exams after school is out. The exams must be completed within two weeks after the end of the semester. Failure to take final exams will result in a zero on the final exam. **Exams will not be given early without administrator approval.**

MAKE-UP WORK

Students have one class day per excused absence day to complete make-up assignments. If, for example, a student misses class on Monday and returns to school on Tuesday, his missed assignments from Monday are not due until Wednesday. Teachers may consider extenuating circumstances of individual students and allow more time to complete the assignment(s). Those who will be absent for 3 or more calendar days may request assignments through the counseling center. Generally, teachers will need 24 hours to submit assignments to the counseling center.

Students who fail to complete make-up work within these guidelines will receive a grade of zero (0) on the assignments.

Excused absences can be made up and credit for make-up work will be recorded.

It is the student's responsibility to find out what assignments were missed during his/her absence. Students should not expect the teacher to seek out the student to remind them of missed work.

PEARLAND ISD GRADING GUIDELINES

Pearland ISD School Board Policy EIA (Local)

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

REPORT CARDS AND GRADES

Report Cards

Grade reports are issued for each nine weeks grading period and cumulative semester grades are reported at the end of each semester. Report cards are viewable on-line through Skyward. Barring unforeseen circumstances, report cards should be viewable on the following dates:

1 st nine weeks	October 18
2 nd nine weeks	January 10
3 rd nine weeks	March 20
End of Year	May 31

Progress Reports

Progress reports are issued after the third and sixth week of each nine-week grading period. Progress reports are viewable on-line through Skyward. Barring unforeseen circumstances, progress reports should be viewable on the following dates:

1 st nine weeks	September 7
1 st nine weeks	September 27
2 nd nine weeks	November 8
2 nd nine weeks	December 6
3 rd nine weeks	January 31
3 rd nine weeks	February 22
4 th nine weeks	April 10
4 th nine weeks	May 1

Note: Student grades may be accessed at any time via Skyward. Contact the Campus Data Specialist to obtain a log-in and password.

DENIED CREDIT

In order to receive credit in a class, students must be in attendance for a minimum of 90 percent of the days in the semester. Students who are in attendance for less than 90 percent of the days in a semester shall not be given credit for the class. Students who are denied credit will receive an N on their report card and can petition for credit. Students will receive notification from an Assistant Principal on how to restore credit. An opportunity to petition for credit will be available every semester. See the section on Attendance Policy and Procedure for more information.

TRANSCRIPTS

Students may request a transcript by visiting the Turner High School Registrar's office in person. Unofficial transcripts can be requested and picked up in person. Requests are processed within 5 business days. Official transcripts will be sealed and mailed directly to the college/university or

designee up to 5 days after submitting request. Most transcripts are sent electronically to universities/colleges.

FINAL EXAMINATIONS

Comprehensive final exams will be required at the end of each semester unless a student is exempt. The final exam exemption policy can be viewed at

<https://www.pearlandisd.org/site/default.aspx?PageType=3&DomainID=29&ModuleInstanceID=7507&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=92314&PageID=51>

GRADING GUIDELINES

These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student originally made a failing grade.

Types of Grades:

Daily Grades include classroom activities, homework, quizzes, in-class writing samples, or other in-class activities. Daily grades can be divided into different sub-categories, such as participatory daily grades (in-class activities, homework, etc.) and independent daily grades (quizzes, etc.).

Major Grades include long-term projects, in-class assessments, and tests.

A long-term project is any assignment where the student has been given at least two weeks (10 school days) notice of the due date. It could be a take home test, art project, term paper, etc. Major projects that are assigned at least two weeks beforehand are due on the due date assigned regardless of attendance.

Grade Distribution

Major grades will count as 60% and daily grades will count as 40%. Different weights may be assigned to daily/major grades depending on the grade level or subject area but are consistent within a campus or department. Additionally, types of grades within each category may be assigned different weights, but that differentiation will be consistent within a campus or within a department on that campus. No single assignment/assessment may be more than 20% of the total nine weeks grade.

For example, if it is decided to have daily grades count for 40% of a student's average and major grades count for 60% of a student's average, the daily grades could be broken into 10% homework and 30% class activities (including laboratory investigations for science, written compositions for English language arts, or quizzes in any content area). Variation among content areas is permissible as long as the campus grading procedures are consistent on the campus.

Minimum Number of Grades

Teachers are encouraged to provide a sufficient number of grades to allow multiple opportunities for students to demonstrate mastery of the TEKS.

- Teachers are required to take a minimum of one daily grade per week beginning the first full week of school.

- Teachers are required to take a minimum of three (3) major grades per grading period (this includes the nine-week test/assessment).
- No single assignment should count for more than 20% of a student's grade. It should be noted, however, that some major projects may be comprised of more than one assignment.

Re-assessment/Redo Guidelines

A student receiving a failing grade on a classroom assignment or a test with scores of 69 or below, has one opportunity to make corrections to earn a grade up to a 70. The student must request from his/her teacher the opportunity to make corrections or schedule the retake of the test. The student has up to 3 days from the time the assignment is handed back to him/her to make corrections or retake the test. This guideline does not include projects, final or semester exams, or district benchmarks.

A grade of 70 is the maximum that can be earned on the re-evaluation. If the student fails to achieve the maximum grade of 70 on the redo of the assignment/test, the higher of the two grades is recorded. The teacher should indicate in his or her electronic gradebook that the grade was earned through a re-assessment opportunity.

Reassessment will not be required for major projects in which an extended period of time has been provided to complete the assignment. However, the teacher should use milestones in the progression of the work involved for the major project to ensure that students are making reasonable progress to the completion of the assignment. Those milestones could be recorded as daily grades.

- Dual Credit courses are excused from re-assessment processes due to college rigor and expectations of the learning environment. Students must refer and adhere to the policy of their corresponding college.

Mastery of Texas Essential Knowledge and Skills

Pearland ISD provides a well-balanced curriculum on state prescribed Texas Essential Knowledge and Skills (TEKS). Students who participate in this curriculum will have the opportunity to master the knowledge, skills and competences established by the district curriculum and state standards. Pearland ISD will utilize ongoing mastery assessment to determine which students are in need of intervention (re-teaching and/or acceleration). The use of a balanced approach to assessment, which may include district and campus benchmark tests, teacher-made tests, performance assessments, and teacher observations will help determine which students are mastering and which students are not mastering instructional objectives. If students are determined to have not demonstrated mastery of the TEKS on an assignment or an assessment, the teacher should plan for re-teach and re-assessment opportunities. There are two layers of re-teach and re-assessment opportunities that should be considered.

MAKE-UP WORK

Absences

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 regard to the state laws surrounding “attendance for credit or final grade.” [See also Attendance Policy and Procedure]

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 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 timelines approved by the principal and previously communicated to students.

Suspension

A student who is suspended is expected to make up assignments and tests when returning to school. The student should follow the procedures for turning in the makeup work for absences.

TUTORIALS

Teachers will provide two 30-minute tutorial sessions per week outside of regular school day hours. Tutorials offered outside of this time are at the teachers’ discretion. Teachers will provide a schedule for their students.

ACADEMIC ALTERNATIVES

Advanced Placement Exams

Students may take approved College Board Exams for college credit and/or placement. The Counseling Office has additional information or visit www.apcentral.collegeboard.com on the Internet.

Credit by Exam (Credit Recovery)

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal or attendance committee, be permitted to earn credit by passing an exam 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, correspondence courses or independent study supervised by a teacher. The counselor or principal 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. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. This exam is for students who have had prior instruction in a course but did not receive credit. No more than two (2) credits may be applied towards graduation. To be eligible, a student must have received a grade of at least a 60 in the course failed and must not have been denied credit because of attendance in order to gain credit by such examination. UIL restrictions apply.

Any student interested in enrolling in a Credit-by-Exam must consult their counselor before registering for the course. Pearland ISD and Turner College & Career High School are NOT responsible for any student enrolling in the wrong course. ****NOTE:** If a credit-by-exam is not ordered by April of the school year, Pearland ISD cannot assure that grades can be processed in time for students to participate in graduation ceremonies. ******

Credit by Exam (Original Credit)

Senate Bill 1 (Sec. 28.023) allows students to receive credit for a course without ever taking it by scoring a minimum of 90% on an examination from Texas Tech University in the respective course they wish to skip. The course must be an academic subject in which the student has no prior instruction. Students are required to ***consult their counselor prior to registering for a course or exam*** through Texas Tech University to ensure credit will count toward the student's graduation requirements. Pearland ISD will not be responsible if the student takes the wrong course or exam. For more information, contact one of the counselors at school.

Dual Credit/Concurrent Enrollment

Students desiring to take college courses for high school credit may do so by meeting college admission requirements, paying college tuition, and purchasing textbooks. Students must meet pre-requisite course requirements. If a student is enrolled in a course which requires two semesters, the student must pass both semesters to receive credit. Grade averaging is not available for courses taken off campus. **Students must receive approval from their high school counselor and the dual credit advisor prior to enrollment.**

Grading Guidelines

- College course grades are kept up to date in the ACC Blackboard system.
- College course grades will not be up to date in Pearland ISD's Skyward Database.
- Pearland ISD's Skyward will not include every grade.
- See the course syllabus for the professor's grading policy.
- If you want to know how many tests and grades will be assigned, see the course syllabus.
- ACC professors will be on campus a minimum of 3 days a week. PISD will provide a teacher to facilitate class on the days the professor is not on campus.

Edgenuity (Credit Recovery Only)

Credit Recovery courses may be available during the school day to students who fail two or more classes. See counselors for more information.

Special Programs

Advanced Placement, Pre-Advanced Placement, and Honors are available for students with high academic skills, intense interests, good study habits, and a willingness to work at a college level. Once a class begins, a student may be removed from advanced classes no earlier than the end of the sixth week of class. After this grace period, students must wait until the end of the first semester to request a transfer to a lower-level course. No additional grade points are added when students drop to a lower-level course.

Summer School (Original/Credit Recovery)

Before enrolling in a summer school in another district or another institution, a student must **first secure written approval from the counselor**. A student may receive a maximum of two credits during the summer. No grade points will be awarded for any course taken during the summer.

Students with Disabilities

Classes are available for students with special needs. A staffing is scheduled, and a review committee recommends placement for dyslexia programs, English for Speakers of Other Languages (ESOL), 504 modifications, and Special Education Classes. The Admissions, Review and Dismissal (ARD) committee makes decisions regarding Special Education students, the Student Support Committee (SSC) makes decisions regarding 504 students, and the Language Proficiency Assessment Committee (LPAC) makes decisions regarding ESOL students.

Transferring Credits (Original/ Credit Recovery)

Turner College & Career High School recognizes and accepts credits from accredited high schools, provided that the student meets state attendance requirements. All transferring schools must provide verification of attendance and grade earned in each class.

Tech Prep and/or Articulated Credit:

College credit may be awarded for specific Career and Technology Education (CTE) courses for students who meet TECH PREP requirements and continue their education at a local community college. Some CTE courses receive state-wide articulation credit that can be used in college throughout the state of Texas. See your counselor for details.

U.I.L. PARTICIPATION

No Pass - No Play

Eligibility for UIL 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:

- Students beginning grades nine and below must have advanced from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits that count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the 12 months preceding the first day of the current school year.

Exceptions:

(a) When a migrant student enrolls for the first time during a school year, all criteria cited above apply. All other students who enroll too late to earn a passing grade for a grading period are ineligible.

(b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring.

Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office. Local school boards may elect to adopt these standards for all activities to avoid having different standards for student participants (e.g., football, drill team, cheerleading, and all other extracurricular activities as defined by State Board of Education rule [TAC Chapter §76]).

Required Credits for U.I.L. Participation

The University Interscholastic League (UIL) uses the following guidelines at the beginning of each school year to determine eligibility in any school sponsored activity:

Ninth Grade: Less than 5 credits

Tenth Grade: 5 or more credits

Eleventh Grade: 10 or more credits

Twelfth Grade: 15 or more credits

II. ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE FOR CREDIT

State law requires students to be in attendance ninety percent (90%) of the days **each** class is offered during a semester to receive credit for a class. Students who are not in attendance in each class for at least ninety percent (90%) of the total number of school days per semester will not receive credit in that class regardless of the grade earned. Students and parents may petition for credits. For detailed attendance policy information, please refer to the PISD Student Handbook at

https://www.pearlandisd.org/cms/lib/TX01918186/Centricity/shared/_district_documents/2022-23_PearlandISD_Student_Handbook.pdf

CHECK IN/CHECK OUT AND NOTES

Students must bring a note signed by a parent before school to receive a note to leave class. Students must check in and out through the attendance office. No checkouts are allowed after 2 PM. Emails and phone calls will not be accepted as a note for an absence. All notes must be written on paper and include Student's First and Last name, grade, ID number, date, and reason for absence. The note needs to be signed and dated by the parent/guardian. A note must be submitted within three school days of the student's return, or the absence will be considered UNEXCUSED and count toward truancy.

LEAVING CAMPUS/SCHEDULED MEDICAL APPOINTMENTS

If a student must leave campus during the day for an appointment, he/she must go to the administrative office before school or during lunch to be issued an early dismissal slip. A note from the parent/guardian must verify the need for early dismissal. A parent will be called to confirm dismissal. The early dismissal slip should be shown to the teacher and the student must sign out in the attendance office before leaving campus. Students are not allowed to place phone calls for verbal permission to leave campus. **E-MAILS ARE NOT ACCEPTED IN PLACE OF NOTES.** Failure to follow this procedure will result in an unexcused absence from any class missed and in disciplinary action.

TARDIES

Students more than ten minutes late to class will be marked absent unexcused-unacceptable (U-U).

Parents are subject to prosecution under Section 25.093 and a student is subject to referral to a truancy court for truant conduct under Section 65.003(a), Family Code if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year.

ABSENCES DUE TO UIL PARTICIPATION

Students may only miss a total of seventeen school days for any type of competition within a teacher sponsored UIL organization. If the student needs to exceed the seventeen-day rule, the principal may decide to grant extra days after considering the specific situation and/or level of competition. This determination comes from the UIL Handbook that states,

“The Legislative Council of the University Interscholastic League has taken the position that the previous state law mandating the following educationally sound:

- a maximum of ten absences through district competition
- a maximum of five absences for post district competition
- a maximum of two additional absences for UIL state competition only.”

Turner College & Career HIGH SCHOOL PROCEDURES FOR ABSENCES

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than five 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. (See Policy FEC Local)

Notes for Excused Absences

Notes for excused absences should be turned into the attendance office or online absence reporting [form](#). Each note must contain the following information:

1. Current date
2. Date of absence
3. Full name of student
4. Student I.D. number
5. Reason for absence
6. Daytime phone number of parent/guardian
7. Name and phone number of physician and/or dentist (if this is a doctor’s note this should be on the physician’s letterhead)

Parent’s Note after an Absence

When a student must be absent from school, the student – upon returning to school – must bring a note, signed by the parent, that describes the reason for the absence or complete an online absence reporting form. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 and registered as an unaccompanied youth. This note should be provided to the school within 3 days after the student returns to school.

If the student has established a questionable pattern of absences, the attendance committee may also require a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances. (See Policy FEC Local)

Routine Medical Appointments/Student Counted Present

A student is to be counted present in class(es) for a partial day's absence from a routine visit to a health care professional (physician, dentist, orthodontist, chiropractor, etc.) if the student checks in and out of school through the attendance office, presents a parent note of documentation, completes assignments missed, and does one of the following:

- Reports to school at the regular time, leaves for appointment, and returns to school the same day with a note from the health care professional verifying the appointment.
- Has an early morning appointment with a health care professional and reports to school the same day with a note from the health care professional verifying the appointment.
- Reports to school, leaves school later during the day for a scheduled appointment that extends past school hours and returns the following day with a note from the health care professional verifying the appointment.
- The student shall not be penalized and shall be counted present for the purpose of calculating the average daily attendance provided that the student completes all assignments.
- All proper medical documentation must be submitted as stated above and all procedures for checking in and out of school as outlined in the Turner High School handbook
- must be followed for a student to be counted present for the class(es) missed.
- A student who is 15 or older can be absent one day to obtain a learner license and one day to obtain and driver's license. The student must provide documentation of his/her visit to the DMV for each absence and may up any missing work.

EXTENUATING CIRCUMSTANCES FOR EXCUSED ABSENCES

Turner College & Career High School accepts the following as extenuating circumstances for excused absences:

1. An excused absence based on personal sickness, sickness or death in the family.
2. Any other unusual cause is acceptable to the superintendent, teacher, or principal. Make arrangements prior to the absence if possible.
3. Days of suspension are counted as excused absences with no parental note required provided that all class work missed is satisfactorily completed and turned in to the respective teachers given the time period after the student returns to school from suspension.
4. A migrant student's late enrollment or early withdrawal.
5. Participation in child abuse/neglect investigation or custody of the criminal justice system. (Documentation from court is required.)
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his/her child.
9. Participation in a substance abuse or rehabilitation program.
10. Students attending 4H events will be counted present only when the County Extension Agent attends.

NOTIFICATION OF ABSENCES

Parents and students are notified about attendance through progress reports, report cards, Skyward, and the computer automated phone system. They are also notified in writing when a student's **absences exceed three (3) and seven (7) days.** Parents will receive a computer-generated notice through the mail. Parents are advised to call the attendance office if they are unaware of the number of absences that their child has accumulated.

PARENTAL DUTY

It is the parent's duty to monitor the student's school attendance and require the student to attend

school. School districts are required by law to notify the parents of the state compulsory attendance law prior to each school year (handbook) and after three days of absences without excuse (3-day letter). School officials also must request a parent conference to discuss excessive absences.

III. CODE OF CONDUCT/STUDENT DISCIPLINE

Disciplinary consequences shall be administered when necessary to protect students, school employees or property and to maintain essential order and discipline. Students shall be treated fairly and equitably. Pearland High School enforces the PISD Student Code of Conduct. Please view the PISD Student Code of Conduct for a complete listing of serious and expellable offenses and disciplinary consequences at https://docs.google.com/viewerng/viewer?url=https://www.pearlandisd.org//cms/lib/TX01918186/Centricity/Domain/431/2023-24+_Student-Code-of-Conduct-+English+Version+.pdf

CONFISCATION OF CONTRABAND/DISRUPTIVE ITEMS

School personnel have the authority to temporarily confiscate items that students bring to school that are either prohibited items, or because of the nature of the item or its use, is disruptive to the educational process. See the PISD Student Code of Conduct

DISORDERLY CONDUCT/DISTURBING THE PEACE

Fighting, disorderly conduct, and disturbing the peace are behaviors that will not be tolerated. It is our goal to help students resolve a problem before a fight develops. Consequences for both students involved in a fight may include a three day Out of School Suspension (OSS), In School Suspension (ISS), and a referral to the Pearland Police Department.

TELECOMMUNICATION DEVICES, INCLUDING MOBILE TELEPHONES

A student who uses an electronic device during instruction, without teacher consent, shall have the device confiscated. The student or student's parents may pick up the electronic device from the principal's office for a fee of \$15.

Any cell phone, paging device or other electronic/computer device that a student possesses that contains illegal obscenity and/or pornography, contraband, or other material, the possession of which is a violation of Texas law, will be confiscated and turned over to law enforcement authorities.

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

HONOR CODE POLICY

Students attending Pearland High School are expected to conduct themselves honorably in pursuit of their education. We believe students are responsible for maintaining and supporting the academic integrity of the school by completing all assigned work, activities, and tests in an honorable process without engaging in cheating, fraud, plagiarism, or prohibitive electronic assistance. The Honor Code expressly forbids specific academic violations. For a list of academic violations and consequences, please visit the website

<https://www.pearlandisd.org/site/handlers/filedownload.ashx?moduleinstanceid=28917&dataid=23412&FileName=PHS.Honor.Code.pdf>

TARDY TO CLASS

Tardies to class may result in detention, Saturday school, or ISS.

V. Student Dress Code

A student's appearance has much to do with the way the student feels about himself or herself. Appearance also affects the way in which students respond to each other, to staff, to their own success and has a great deal to do with the learning atmosphere of the school. Because of this, the Pearland Independent School district has established the following standardized dress code for students.

Please refer to the district website or the link below:

https://www.pearlandisd.org/cms/lib/TX01918186/Centricity/shared/_district_documents/2023-24_Student_Dress_Code.pdf

THE PRINCIPAL/ASSISTANT PRINCIPAL(S) ARE AUTHORIZED TO MAKE DETERMINATIONS REGARDING WHETHER ANY FASHION, FAD, HAIR, JEWELRY OR ARTICLE OF CLOTHING IS INAPPROPRIATE FOR SCHOOL WEAR OR DISRUPTIVE TO THE EDUCATIONAL PROCESS OR SAFETY OF THE CAMPUS.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Dress code violations may result in a warning, detention, Saturday school, ISS, OSS, and/or behavior plan.

CHEATING/PLAGIARISM POLICY

Turner High School is dedicated to the pursuit of knowledge through a structured program of instruction and learning. At the heart of this endeavor, are the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Turner High School are expected to conduct themselves with honesty and integrity in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary measures.

Academic Dishonesty

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating includes, but it not limited to the following:

1. Using any sources not authorized by the teacher (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments.
2. Using unauthorized electronic equipment (including cell phones) during an assignment.
3. Altering or tampering with grades
4. Talking; copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.

Plagiarism includes, but is not limited to the following:

1. Using the ideas and/or words of another person without giving that person appropriate credit;
2. Representing another's artistic or scholarly works as your own
3. Submitting a paper purchased from a paper research service, including the Internet
4. Using undocumented Web sources

Other specific examples of Academic dishonesty

1. Allowing another student to copy from your paper.
2. Knowingly giving your homework, term paper or other academic work to another student to plagiarize.
3. Having another student do an assignment to submit under your name.
4. Lying to improve your grade.
5. Stealing tests, assignments, or answer keys.
6. Forging signatures on documentation.
7. Collaborating without the permission of the teacher.
8. Providing material or information to another person with the knowledge that such aid could be used in any of the violations stated above.

Consequences

See Honor Code

SANCTIONS

While in ISS, OSS, ALA, OR JJAEP, students are prohibited from participation in, or attending, any extra- and co-curricular activities. ISS assignments may cause a student to be removed from a club or organization as specified in the organization's constitution or by-laws.

TARDY POLICY

Turner College & Career High School has implemented the Tardy Station system on our campus. Students have ample time between classes to take a restroom break and get to class on time, ready to work. Being punctual is a valuable, lifelong skill. Students who enter a class without a valid ID will be expected to get a valid ID and report to tardy station before returning to class. Students who are tardy will be required to report to the tardy station, scan their student ID, take the printed tardy notification slip and report immediately to class. The tardy notification slip has information concerning the number of tardies the student has accumulated per nine weeks. Tardies begin anew at the start of each nine weeks.

Students are responsible for notifying their parents of any detentions they have received.

Students who refuse to report to (or skip class to avoid) the tardy station will be subject to additional disciplinary consequences.

THS Tardy Consequences

1-5: Warning

6-8: 1 day- 2-hour D-Hall

9-12: 2 days- 2-hour detention

13-15: 2 days- 1-2 Days ISS (Assistant Principal notifies Parent/Guardian)

16+: Parent Conference + ISS
placement

Tardies

Students more than ten minutes late to class will be marked absent unexcused-unacceptable (U-U).

TRESPASSING / LOITERING ON SCHOOL PROPERTY

- Students are expected to exit school property promptly after school unless participating in a supervised academic or extra-curricular activity. School hours for student supervision are 6:45AM to 2:45PM.
- Any person on school property after school hours may have criminal trespass charges filed against him or her.
- School property for the purposes of this act shall include the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for other activities.
- Students are not to sit in parked vehicles on campus, vacant classrooms, or other unsupervised areas.
- Parents and other visitors are welcome to visit the district's schools. All visitors must first report to the front office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.
- Students are never to visit other school campuses (in or out of district) during school hours or immediately before or after school.

Services

COUNSELING/GUIDANCE SERVICES

Students should make an appointment to see their counselor in the counselor's office. The counselors are available to meet with students any time in an emergency situation.

STUDENT SUPPORT COUNSELOR (SCC)

The SSC provides individual and group counseling to address mental health-related issues, crisis response services, and student/staff education and training concerning mental health related information. Students can receive a referral from a teacher, administrator, or their assigned school counselor for student support counseling.

FREE AND REDUCED LUNCH PROGRAMS

The cafeteria provides breakfast and lunch every school day. Students have a choice at lunch between a plate lunch and a la carte lunches. Families in need of financial assistance may apply for reduced or free lunch. An income formula is used to determine the qualifications of a student. Forms are available in the cafeteria and in the counselor's office and online at www.freeandreduced.pearlandisd.org.

FOOD SERVICE CHARGING POLICY

Each student has a meal account where funds may be deposited by sending cash or check to the campus cafeteria or by accessing www.schoolcafe.com to make a payment using a credit card. If students forget their money or their funds are diminished, they will be allowed to charge "MEALS ONLY" not to exceed -\$5.00. After the charging limit has been reached, the student will be served a minimal meal.

HEALTH SERVICES

A school nurse will be on campus daily. Students who become sick or who have any type of accident at school will be sent to the nurse by the supervising teacher. Using medical

guidelines in Board policy, the school nurse will decide whether the student is to be sent home ill or to be sent back to class. Students who leave campus, even with their parent's permission, without following this procedure will be given unexcused absences for the classes missed and will be subject to disciplinary action. If the nurse is not available to make this decision, the student should report to the assistant principal's office. In order to leave class early because of an injury, a doctor's excuse must be presented to the nurse. time a student misses school for an appointment with a physician or dentist, the student should document the visit with a note from the doctor.

Screening programs are required by state law and are conducted for growth and development, vision, hearing, and scoliosis. You will be notified if your child has not met state guidelines and/or needs further screening.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. A parent must use only an official proper form obtained in writing from the Texas Department of Health, Immunization Division, 1100 West 49th Street, Austin, TX 78756. The form must be notarized and submitted to the principal or nurse within 90 days of notarization. Each child in the family must have a separate form.

If a student is not immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

The immunizations required are diphtheria, tetanus, polio, rubella (measles), rubella, mumps, Hepatitis B and Varicella (chicken pox). The school nurse can provide information on age-appropriate doses. Proof of immunization may be personal records from the licensed physician or public health clinic with a signature or rubber-stamp validation.

MEDICATION POLICY

If possible, all medication should be given by the parents and taken at home. However, if the student needs to take medication during the school day, the medication will be dispensed according to the following guidelines:

1. Written permission and specific directions for administration of medication is required. Directions must include student's name, date, name of medication, dosage, and time to be administered. A physician's authorization form must be signed by the physician or dentist and the parent of the student. A medication is not to be administered for longer than ten (10) consecutive days. Over the counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days providing a signed permission has been provided by the parent or guardian.
2. All medications must be in the original container.
3. All medication must be brought to the clinic by the student or their parent/guardian upon arrival at school. **Students who have medication and who fail to bring it to the nurse will be subject to disciplinary action.**
4. The student should not carry with him/herself, nor administer to him/herself

- any medication without written permission from the physician. (Asthma inhalers only. See #8.)
5. The nurse or a designated person will supervise the storing and dispensing of medication.
 6. Only the nurse may dispense the first dose of any medication given at school.
 7. Field trip medication ordered by a physician will be given on a field trip provided the parent adheres to the following:
 8. The parent must supply an additional appropriately labeled prescription container for the medication.
 9. The parent may elect not to have the child receive medication on a field trip.
 10. It will be the parent's responsibility to administer any injectable medications needed on a field trip. Examples include, but are not limited to, Epi-Pen and Insulin.
 11. Permission to carry asthma inhalers will be given to secondary students provided a contract between student, parent, nurse, and doctor is signed. You may obtain this form from the school nurse. This privilege may be withdrawn by the nurse if the student does not demonstrate proper responsibility in regard to medication.
 12. Every effort will be made to give medication as close to the specified time as possible. If a student forgets to take their medication or there are emergencies in the clinic, then the nurse will make sure that medication is administered within ½ hour of the scheduled time. This is standard for hospitals and other facilities where medications are administered.
 13. In order to assure the safe delivery to school of controlled medications, the parent/guardian must obtain a Visitor's Pass from the front office and deliver these medications directly to the nurse. However, if this is impossible, the parent/guardian must adhere to the following:
 14. The parent must bring the original prescription to school initially.
 15. When the medicine bottle is empty, it will be sent home with the student.
 16. A note will also be sent home for the parent to fill out and send back to the nurse with the medication.
 17. The parent should count how much medication they are sending in the bottle, fill in the medication name and amount and sign the form.
 18. The parent may elect instead to bring medication to the clinic after obtaining a Visitor's Pass from the front office. This is the safest measure and what we recommend.
 19. If the dosage of the student's medication is changed, a new physician's authorization form must be signed. This applies also to any new medication. These forms are available in the nurse's office.
 20. At the end of the school year, routine medication must be picked up by the parent in the nurse's office. Any medication left in the nurse's office will be destroyed.
 21. Food supplements will not be given during school hours.
 22. Medication orders may only be received from physicians licensed in Texas.
 23. Medications from foreign countries, including Mexico, will not be given during school hours.
 24. Only medication approved by the FDA will be given during school hours.

Robert Turner College and Career High School Honor Code

Students attending Robert Turner College and Career High School are expected to conduct themselves honorably in pursuit of their education. We believe students are responsible for maintaining and supporting the academic integrity of the school by completing all assigned work, activities, and tests in an honorable process without engaging in cheating, fraud, plagiarism, or prohibitive electronic assistance. The Honor Code expressly forbids the following academic violations:

Cheating

Examples of cheating include, but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work.
- Using unauthorized notes, aids, or written material in any form during a test.
- Unauthorized use of technological devices (cell phones, cameras, iPod, games, etc.) while taking an assessment. During assessment, visible electronic devices are deemed as cheating. No exceptions.
- Talking; copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.

Plagiarism

Examples of plagiarism include, but are not limited to:

- Presenting someone else's work as your own, including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having someone else do assignments which are then submitted as one's own work.

Falsification/Lying

Examples of falsification/lying include, but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures.

Responsibilities

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use sources in the prescribed manner.
- Report any violations of the Honor Code.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact the student's parent or guardian regarding a violation.
- Record a failing grade for the assignment.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.

- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.
- Require teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school

Consequences:

We believe the measure of success of our school community is based on the success of our students, so the consequences below shall serve as a deterrent to a violation of the RTCCHS Honor Code. As a result of clear and compelling evidence of student's cheating, the following consequences will be enforced and violations of the RTCCHS Honor Code will accumulate throughout a student's high school career.

First Violation of Honor Code

1. A student shall receive a "0" for the schoolwork, and is subject to a "U" in conduct, and disciplinary action.
2. Retakes will not be allowed for assignments associated with cheating.
3. A student is not eligible for final exam exemption in a course where cheating took place.

Second Violation of Honor Code

1. A student shall receive a "0" for the schoolwork and is subject to a "U" in conduct, and disciplinary action.
2. Retakes will not be allowed for assignments associated with cheating.
3. Students who are enrolled in advanced academic courses (Pre-AP/AP) will lose weighted GPA for course.
4. A student is not eligible for final exam exemption in any course.
5. A documented finding of academic dishonesty shall be reported on the student's college application.
6. Students in violation of the Honor Code may be removed from the National Honor Society, National Junior Honor Society, and any other Honor Society that is an organized school program.

Turner College & Career High School

ACADEMIC DISHONESTY POLICY ACKNOWLEDGMENT

Dear Student and Parent:

As required by state law, Turner College & Career High School has adopted an Academic Dishonesty Policy in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below and then return the page to the student's school.

My child and I have been offered the option to receive a paper copy or to electronically access the Turner College & Career High School Student Handbook for 2023-24 school year at <http://www.pearlandisd.org/turner>. I understand it contains the Academic Dishonesty Policy and other 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 Handbook.

Print name of student: _____ ID # _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

Grade level:\

