



# **STUDENT HANDBOOK**

## **2022-2023**

2601 Louis Bauer Dr, San Antonio, TX 78235

### **Contact Information:**

Main: (210) 228-3380

**This Student Handbook DOES NOT contain all rules, regulation, and policies. Students and parents should consult the SAISD Parent-Student Handbook (found on the SAISD Website) as well as the San Antonio College/Texas A&M University San Antonio Student Policy Manual for more detailed, updated, and future information.**

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

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Dear Students and Parents:

We would like to welcome you to the 2022-2023 school year!

CAST MED HIGH SCHOOL Education is a team effort, and we strive to nurture academic excellence for all our students. In a world that's becoming increasingly complex, where success is driven not only by *what* you know, but by what you *can do* with what you know, it's more important than ever for our youth to be equipped with the knowledge and skills to solve tough problems, gather, and evaluate evidence, and make sense of information. These are the types of skills that students learn by studying and preparing for careers in medicine, biomedical research, or public health. To accomplish this, it is vital that we foster a healthy communication between parents and faculty. To achieve this excellence in education we must establish a team effort that involves parents. The goal of educating our children cannot be fully realized if parents feel left out and we know that students, parents, teachers, and all staff members working together can make this a wonderfully successful year for our students.

Our CAST Med High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the San Antonio Independent School District Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district website <http://www.saisd.net>.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact the principal.

## **MISSION STATEMENT:**

CAST Med High School aims to form academically well-rounded adolescents by offering them quality secondary and college-level educational experiences, in an environment of rigor, relevancy, student-centeredness, and equity that will allow their successful transition into careers in biomedical research, medicine or public health.

### **FACULTY**

The CAST MED HIGH SCHOOL faculty will provide a caring environment where professionalism and commitment to excellence are pursued.

### **ADMINISTRATION**

The CAST MED HIGH SCHOOL administration will provide a safe supportive environment conducive to learning through positive guidance and interaction with students, faculty, and community.

### **ADMINISTRATIVE TEAM & STAFF**

**Principal:** Dr. Eddie Muzquiz Rodriguez

**Principal's Administrative Assistant:** Ms. Marlese Hodge

**Assistant Principal:** Mr. Gustavo Cordova

**Counselors/SAC Liaisons:** Mrs. Deborah Gutierrez

**Partnership Coordinator:** Dr. Anthony Khosravi

**Student Management Clerk (Registrar/PEIMS/Attendance):** Mrs. Rebecca (Becky) Rendon

**Operations Support Clerk:** Mrs. Melissa Gonzalez

**AP & Counselors Clerk:** Mrs. Diane Villarreal Alfaro

**School Nurse:** Mrs. Aracely Novak

**Librarian:**

## WELCOME TO CAST MED HIGH SCHOOL!

The administration, faculty and staff would like to take this opportunity to welcome you to CAST MED HIGH SCHOOL.

This handbook is designed to give you information that will be helpful as you start the year at CAST MED HIGH SCHOOL. Please read it carefully and use it as a reference. The faculty, staff, and administration are here to assist you with a quality education.

## STUDENT EXPECTATIONS & INFORMATION

All students must abide by policies adopted by the SAISD Board of Trustees. A complete copy of the SAISD Policy Manual and Student Code of Conduct is available: <http://www.saisd.net/>.

## I. ACADEMICS

CAST Med High School will maintain an academic program that is challenging and focused on continuous learning. Students will be on task throughout the instructional period and will be expected to arrive in class prepared to contribute, perform academically, and actively participate. Students are also expected to take responsibility for their learning and complete all assigned work. It is important to realize that our students are NOT college students but are high school students taking college classes, yet the expectation is as if they were college students. To be considered a college student one must have graduated from high school.

## COMMON INSTRUCTIONAL FRAMEWORK (CIF)

CAST MED HIGH SCHOOL uses a [Common Instructional Framework](#) (CIF) consisting of six instructional strategies.

These instructional strategies drive the instructional practices. These strategies create classrooms that allow for powerful learning and powerful teaching and form the basis of a coherent college preparatory curriculum. They give all students of all skill levels access to the complex information needed to meet state and college readiness standards. These instructional strategies succeed because they engage all students in learning and require them to take an active role in their education.

### 1. Collaborative Group Work:

Collaborative group work involves bringing students together in small groups for the common purpose of engaging in learning. Effective group work is well planned and strategic. Students are grouped intentionally with each student held accountable for contributing to the group work. Activities are designed so that students with diverse skill levels are supported as well as challenged by their peers. Collaborative group work uses questioning, scaffolding and classroom talk and centers literacy groups.

### 2. Writing to Learn:

Writing to learn is a strategy through which students can develop their ideas, their critical thinking ability, and their writing skills. Writing to learn enables students to experiment every day with written language and increase their fluency and mastery of written conventions. Writing to learn can also be used as a formative assessment and to scaffold mid- and high stakes writing assignments and tests.

### 3. Questioning:

Questioning challenges students and teachers to use good questions to open conversations and further intellectual inquiry. Effective questioning (by the teacher and by students) deepens classroom conversations and the level of discourse



students apply to their work. Teachers use this strategy to create opportunities for students to investigate and analyze their thinking as well as the thinking of their peers and the authors that they read in each of their classes.

#### 4. Scaffolding:

Scaffolding helps students to connect prior knowledge and experience with new information. Teachers use this strategy to connect students with previous learning in a content area as well as with previous learning in an earlier grade. Scaffolding also helps facilitate thinking about a text by asking students to draw on their subjective experience and prior learning to make connections to new materials and ideas.

#### 5. Classroom Talk:

Classroom talk creates the space for students to articulate their thinking and strengthen their voice. Classroom talk takes place in pairs, in collaborative group work and as a whole class. Classroom talk opens the space for questioning, effective scaffolding, and successful collaboration.

#### 6. Literacy Groups:

Literacy groups provide students with a collaborative structure for understanding a variety of texts and engaging in a higher level of discourse. Group roles traditionally drive literacy groups by giving each student a role to play and a defined purpose within the group. The specific roles or discussion guidelines may vary for different content areas, lengths of texts, or student level of sophistication using this strategy, but the purpose of literacy groups is to raise student engagement with texts by creating a structure within which they may do so.

#### STANDARDS BASED INSTRUCTION:

Students will be assessed and graded on curriculum standards aligned to the Texas Essential Knowledge and Skills (TEKS), College Readiness Standards, as well as standards set by College Board for Advanced Placement Courses taken.

#### LATE WORK POLICY:

Students must follow the late work policy from each class instructor.

#### RE-TEACHING OPPORTUNITIES:

Teachers will re-teach, as needed, when non-mastery is perceived. Teachers will monitor students' progress by the following methods: monitoring of grades below 70, monitoring of comprehension, checking for understanding as part of their daily teaching, or through other demonstrated lack of comprehension.

#### RE- TEACHING STRATEGIES:

As teachers monitor student progress and check for understanding as part of their daily teaching, they will reteach as needed through one or more of the following strategies:

- Mandatory tutorials with teacher, where material is re-taught in individual or group format.
- Peer tutoring within the class period or tutorial period.
- Warm-up activities, supplementary materials, or alternate instructional materials over previously taught materials/concepts in which students lack mastery.
- Collaborative/cooperative learning.

- Adjustments to pace.
- Increase use of manipulative and other kinesis techniques.
- Individual assistance from the teacher.
- Regrouping within the class.
- Computer-assisted instruction.
- Utilization of special education, ESL, etc., services where appropriate.
- Materials are re-presented daily.
- Additional models or examples.
- Multi-sensory teaching techniques.
- Presentation of the materials in a modified modality appropriate to meet the needs and the learning style of the individual student; (i.e., taped reading materials, visual aids; manipulatives).

## PROGRESS REPORTS

Progress Reports are issued every Friday so that students will see, on a weekly basis, where they stand academically in their high school classes. Students **must** attend tutorials for any class where they have earned a grade of 80 or less. Also, students will use their weekly Progress Report to calculate their GPA (Grade Point Average).

Parents are encouraged to sign progress reports and return them to the 1<sup>st</sup> period teacher the following school day. These reports may necessitate a conference with parents. Parent may also see student's grades for high school courses using the "mySAISD" app. Passwords may be obtained by contacting the school. To see college course grades, parents must ask their student to access the ACES or CANVAS accounts from San Antonio College or JagWire from TAMUSA. The school does not provide parents with college grades.

## TUTORING

Tutoring is offered during the school year **Monday-Thursday 4:20-5:20**. All students are expected to sign in and remain with a teacher the entire tutoring time. Tutoring is intended to be just that—tutoring. This is not a socializing time. If students are not in the classroom for tutorials, they will be asked to leave.

Mandatory tutoring may be assigned based on progress report performance. This mandatory tutoring will be conducted as deemed necessary by the teacher.

For updated tutorial dates and times for each teacher, students should ask their teachers.

For extra tutorial times at

**San Antonio College - 210-486-0164**

<https://www.alamo.edu/sac/experience-sac/current-students/student-resources/tutoring-centers/>

**Texas A&M University San Antonio – 210-748-1332**

<https://www.tamusa.edu/academic-affairs/student-academic-success-center/tutoringservices/index.html>

## II. PARENTAL INVOLVEMENT

### WORKING TOGETHER

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer or joining our school PTA.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.
- Attending Board meetings to learn more about District operations.

PARENT COMMITMENT FORM

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

You are your child’s most important teacher and role model, and we are pleased to have the opportunity to share in the education of your child. Parents, teachers and students must combine efforts for your child to reach his/her potential.

**An unwavering focus on student achievement and the transmission of a love of learning.**

As a parent, I fully agree with and commit to the following:

- I will make sure my child arrives at school fifteen (15) minutes before the start of each school day and remains in at school until the conclusion of the school day.
- I will make arrangements so my child can be at school before or after the school day for tutoring, detention or other after school programs when required or needed.
- I will require my child to complete all assignments.
- I will communicate respectfully with faculty and staff.
- I will read all papers the school sends home, sign if necessary and return the next day.
- I will participate in all meetings and conferences concerning my child.
- I will support the academic expectations and curricular programs of the school.
- I will be a role model for my child as I follow the rules, codes, policies and procedures established by the school.
- I will notify the school if my child is unable to attend school. I understand daily attendance is essential to student success.
- I will ensure my child follows the school rules, codes, policies and procedures so as to protect the safety, interests and rights of all individuals in the classroom.

Failure to adhere to these commitments may cause my child to lose privileges and may lead to my child’s removal from CAST MED HIGH SCHOOL.

Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

### III. CAMPUS AND COMMUNITY RESOURCES

#### EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to join the many fine clubs and activity organizations available at CAST MED HIGH SCHOOL. Not only will you be involved in something you enjoy, but also you will meet new and interesting people and help build school pride. Joining clubs provides students an opportunity to include these in upcoming scholarship applications.

Students are highly encouraged to participate in the school's extra-curricular activities such as clubs, robotics, and other events. This is important for scholarships.

Students that are not passing their high school or college courses are not allowed to participate in any of the extra-curricular activities, competition events, or trips.

#### LIBRARY

We encourage each student to utilize the library services. Classes will visit the library on a regular basis with teachers remaining with classes during scheduled visits. Students are encouraged to use the library and be responsible to pay for lost, damaged, or overdue books. Library hours will be posted outside library doors. With special hours during the week afterschool. Also, 80% of the library books are on e-books so students are reminded to use those available on-line resources as well.

#### COUNSELOR/COMMUNITIES IN SCHOOLS (CIS)

Your school counselor and CIS counselor are available for academic or personal advice. They are available before and after school and during the lunch period. You may stop briefly in the counselor's office, located in the administration part of the school to make an appointment to see your counselors. The counselor will send for you at the appointed time.

#### SCHOOL NURSE

All students must have an emergency card on file. Students must have a nurse's pass from their teacher when reporting to the nurse. Medicine may be dispensed under the following school guidelines:

- No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. A prescription label must be affixed on the container, and a doctor's written order must accompany the medication.
- Such written permission is required for both prescription and nonprescription medication, regardless of the length of time the medication is to be taken. Forms are available from the school nurse.
- All medication shall be stored in the nurse's office.
- Students are not permitted to carry any prescription or over-the-counter medicines at school or at school-related activities, with the exception of prescription asthma medicine or medicine for anaphylaxis with a doctor's note.
- It is the student's responsibility to take medication at the proper time at the nurse's office.

- For more detailed information, please refer to the Health and Nutrition section of the SAISD Parent Student Handbook.

## TEXTBOOKS/BOOKROOM

All student textbooks are provided free of charge to students. However, if a student loses a book, he/she will have to pay for it. **The original receipt is required for a refund if a lost book is found.** Fines may be assessed to students whose books may have been damaged.

Students are requested not to share or lend their books, lap-tops, calculators, etc., to other students as this often results in a problem when a student loses a book belonging to another student. The school policy is to hold the student responsible, who was issued book even if another student was using it.

## CAFETERIA

The cafeteria accommodates students for breakfast, lunch and is available during inclement weather conditions. **All students are expected to receive a breakfast and lunch daily without fail.**

Students may bring a home prepared sack lunch but **are still required** to take a school lunch. Outside food from commercial restaurants is not allowed at any time of the day. **All students are expected to clean their eating area.** **CAST MED HIGH SCHOOL** participates in the Federal School Breakfast and Lunch Program.

**Do not break into the lunch line at any time.** If you leave the line, you must start at the end of the line upon your return. Take your turn and do not save places in line or eating areas.

**Students are expected to remain in the cafeteria during lunch and not in teachers' classrooms or hallways.**

## TECHNOLOGY/COMPUTERS

Students will be issued a laptop if all fines/fees are paid and if the parent has attended a parent orientation and has signed the CAST MED HIGH SCHOOL/SAISD Acceptable Use of the District's Technology Resources (Form F26-A).

The responsibility of each student is to be sure the laptop comes to school each day, and that he or she has all attachments to insure proper use (battery charger). A wireless network has been installed for internet use and is monitored closely. Any intentional damage done to the laptops is the student's responsibility to pay for and get repaired or replaced. No student shall use a staff or faculty member's computer for confidentiality reasons. This is to ensure that students are not accessing inappropriate sites. Parents should supervise student use of computers at home. The monitoring of computer use by school students is mandated by law.

Please note: All laptops will be subject to scheduled maintenance and random checks for violations of the computer use policy. This includes any violation that happen outside of school. Repeated violations of the computer use policy (accessing inappropriate sites) will result in severe consequences and could be detrimental to the enrollment of the student in CAST MED HIGH SCHOOL.

Laptops should be closed at the request of any instructor to insure instructional focus. The use of laptops in college classes is contingent upon the course and the instructor.

It is the responsibility of all students to maintain the security and safekeeping of their assigned laptop whether in the CAST MED HIGH SCHOOL or home.

Students are responsible for paying for any damage or theft of any items issued to them by the school.

## VI. DISTRICT AND CAMPUS POLICIES

### CHANGE OF ADDRESS

As it is extremely important that we can reach parents when needed. Please notify the school immediately of changes of address, telephone, employment, or emergency telephone number. Please forward this information to the registrar's office.

### TRANSFER/WITHDRAWAL

We ask that parents notify the school at least two days prior to departure, in order that necessary paperwork can be completed properly. Parents must sign the withdrawal form before the withdrawal will be processed. Students must finish the school day on the day they withdraw. CAST Med High School students may not withdraw until the end of the school year.

### ATTENDANCE (MORE ON PAGE 23)

When absent the parent or legal guardian must call the attendance office at (210) 228-3380 before noon on the day of the absence. San Antonio College and Texas A&M University San Antonio students must call and/or email their instructors to notify them of the absence.

Failure to notify the attendance office by 12:00 noon may result in an unexcused absence. Schoolwork missed due to an unexcused absence cannot be made up, and a zero for all work missed will be recorded for that day. \*Students have 48 hours to resolve all absences.

You may not receive credit for a course if you have exceeded the 90% attendance rule. When you are notified of the loss of credit, consult your assistant principal for an appeal. Students must appeal within 30 days.

### LENGTH OF INSTRUCTIONAL DAY

The school day starts at 8:30 A.M. every day, and ends at 4:00 P.M., Mondays–Fridays. We discourage late check-ins and early check outs as valuable instructional time will be missed. **Because of the accelerated pace of our program, students are expected to attend school every day.** We will be following attendance carefully. Attendance will be taken in each class period. Parents and students must keep records of all absences (court documents, doctor's notes, etc.)

### EXCUSED ABSENCE

Make-up work assigned prior to an absence is due on the first (1st) day of the return from absence. Make-up work will be allowed for an excused absence. It is the student's responsibility to request make-up work. A minimum of one day of make-up time must be allowed for each day absent. Failure to make-up work will result in a grade of zero. Excused absences require a doctor's, dentists, or funeral home note.

### UNEXCUSED ABSENCE

If the absence is unexcused, make-up work will not be allowed. A zero will be recorded for any written or oral work in the teacher's grade book.

### **EXCESSIVE ABSENCES MAY RESULT IN A REFERRAL TO THE COUNTY TRUANCY COURT.**

Truancy is an unexcused absence. Students attending classes at San Antonio College and Texas A&M University San Antonio are NOT allowed to leave at any time for any reason. Leaving the campus without permission is considered truancy and disciplinary action will take place. College course credit is awarded based on contact hours as well on academic success so, it is important that students are present each day.

## ARRIVAL OF STUDENTS

Students should not arrive on campus prior to 7:30 AM.

Students arriving prior to 7:30 AM should wait at the front of the building, since doors open at 7:30 AM, when administration arrives.

Students that arrive between 7:30-8:25 AM will be required to go to the cafeteria for breakfast.

At 8:25 A.M. all students should report to their 1st period classes.

## CHECK OUTS FOR APPOINTMENTS

It is important to note that our school is on an accelerated schedule, which is intense, and student attendance is important. For our students' safety, only the person listed on the student's *Enrollment Card/Permission Pick-Up Form* may check out a student—NO EXCEPTIONS. Student Checkouts are not allowed after 3:30PM only with Principal's **ADVANCED** notice approval. Checking out a student will cause absences from classes missed, so it is recommended that students return to school after an appointment, if possible. Upon returning to school, student must present a note from a doctor, dentist, or funeral home.

Person(s) who request a student's release MUST provide personal identification prior to the release of a student. A person picking up a student must wait in the office/clinic area for the student to be released. A student who needs to leave school during the day must bring a note from his/her parent that morning. The note should include a telephone number or other method of contact during the day for verification by school staff.

## TARDINESS

All students are expected to be in class before the tardy bell rings. If you are tardy to class, your teacher determines if the tardy is excused or unexcused. After school Study Hall or Lunch Detention will be assigned for unexcused tardiness.

## STUDENT IDENTIFICATION CARDS (IDS)

**For ALL students' safety, ID BADGES MUST BE WORN BY STUDENTS AT ALL TIMES WHERE THEY ARE VISIBLE. ID BADGES ARE REQUIRED FOR BREAKFAST/LUNCH, BUS TRANSPORTATION, HALL PASSES, LIBRARY USAGE, AND FOR SAFETY REASONS AT TEXAS A&M UNIVERSITY SAN ANTONIO. Students must show ID Cards to any school employee upon request. Failure to carry or show ID card upon request will result in disciplinary action.**

## PARKING ON CAMPUS

If you drive a motorcycle, scooter, or car to school, you must have a valid student parking permit, sold in the front office for \$25 (see Ms. Hodge), to park in the student parking area. Proof of insurance is also required.

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. Student vehicles parked on district property are under the jurisdiction of the district. The school may search any vehicle any time there is reasonable cause to believe that the vehicle contains articles or materials prohibited by District policy.

The District is not responsible for damaged or stolen vehicles.

### **YOU WILL LOSE THE PRIVILEGE OF DRIVING ON CAMPUS OR USING THE STUDENT PARKING AREA IF YOU:**

- Park or drive into the faculty parking area after being warned.



- Drive at an excessive speed on the campus. Speed limit is always 20 mph.
- Loiter in the student parking area.
- Failure to place the appropriate CAST MED HIGH SCHOOL parking permit on the rear-view mirror of your car.
- ONLY the driver of the vehicle is allowed in the vehicle and are not allowed to transport other SAISD students.
- Students may not drive to San Antonio College or Texas A&M University San Antonio, unless otherwise addressed by the principal. All students must ride the bus.
- Students may not go to their car during the Instructional Day. Consequences will be determined by the administrator.
- Students are not to return to campus after the school day unless they are participants in a supervised college or CAST MED HIGH SCHOOL activity.

Reference the Parent Student Handbook (STUDENT RIGHTS AND RESPONSIBILITIES-Student Vehicles on Campus) for more information.

## PASSES

Students may not be out of class at any time without a hall pass from the teacher. **ID CARDS WILL BE REQUIRED TO OBTAIN A PASS.**

## CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices, such as MP3 players, on school property is prohibited. For safety purposes, the district permits students to possess cell phones while on campus; however, all cell phones must remain turned off during school hours, including during all testing. With prior approval from the principal and teacher, a student may use personal electronic devices for on-campus educational purposes only.

Cell phones that ring or are utilized during the hours designated as the campus instructional day or designated instructional time outside of the school day shall be confiscated. The district or its employees shall not be responsible for nor investigate any damage, theft or loss of cell phones or electronic items including those confiscated for violation of Board Policy.

Any unauthorized use of cell phones or other electronic devices will result in the consequences described in the Student Code of Conduct, as well as the assessing of fines and/or confiscation as described below:

**1st Offense – Documented verbal warning and reminder given to student that electronic devices may be confiscated, and fines assessed for the return of the device in accordance with the Telecommunications/Electronic Devices Procedures.**

**2nd Offense – Electronic device confiscated and returned to parent/legal guardian at end of the school day. Parent/guardian signature and date required for receipt of device and parents will receive an additional copy of the Telecommunications/Electronic Devices Procedures.**

**3rd Offense – Device confiscated and \$10 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.**

**4th and subsequent offenses – Device confiscated and \$15 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.**

Additional Considerations:

- Adult students over the age of 18 years may retrieve personal electronic devices in lieu of parent/guardian after paying the required fee at the end of the school day as appropriate.

- Administrators/campus staff are not responsible for lost or stolen items.
- When paying fine, exact cash is required.
- Hours to pick-up phones/electronic devices are 7:30 a.m. to 4:15 p.m. Monday through Friday.
- Fees collected will be deposited in campus student activity funds.
- Upon receipt of reliable proof that a student and his or her parent or guardian are unable to pay the required fee, the fee may be waived. Principal shall determine eligibility for a fee waiver.

Parents may obtain the confiscated cell phone from a school employee at a time designated by campus administration. After the parent is notified, the cell phone shall be held for pick up for a period of 30 days after which a notice with the phone's serial number, of the intent to dispose is sent to parents and the cell phone carrier.

If you need to contact your student, please feel free to call the school in emergency situations. Students should not be texting parents during the school day. All cell phones/or similar devices that are confiscated will be turned over to the administrator.

Using a cell phone (or any other recording device) during state testing will result in disciplinary action and test scores for the student shall be invalidated.

A student using a cell phone (or any other recording device) to record the commission of a violation of the Student Code of Conduct shall be considered as complicit or acting with the intent to promote or assist the commission of the offense and shall be disciplined in accordance with the Student Code of Conduct for that offense.

Also, using a cell phone (or any other recording device) to invade the privacy of another, record without consent, or disrupt the educational environment is not allowed, this includes transmitting images that reveal private parts of the body normally covered by clothing (sexting).

In limited circumstances and in accordance with law, a student's personal cell phone or telecommunication device may be searched by authorized personnel.

## VISITORS

Parents are always welcome to visit the school. All visitors must sign in at the main office. Student visitors will not be allowed on campus during class time. People without legitimate business or those who do not check in at the main office will be escorted out and proper authorities will be notified.

## OUTSIDE ACTIVITIES

Students who belong to organizations that are not school sponsored or affiliated may not use the school grounds to initiate or conduct activities.

## STUDENT BILL OF RIGHTS/CODE OF CONDUCT

### PURPOSE

The San Antonio Independent School District (SAISD) has adopted the Student Code of Conduct (SCOC) to promote and maintain a positive, safe, and effective learning environment for students and adults. This environment is created and maintained by adults who respond to student behavior in a way that improves the student's ability to successfully navigate the social and academic environment at school. At the foundation, everyone's rights must be treated with

respect. The SCOC articulates the behavior that is not allowable at school or school-affiliated functions or events, on school grounds, or on District transportation so that students and adults are knowledgeable about expectations and standards of behavior. The SCOC is adopted by the District's Board of Trustees and has the force of policy. In case of a conflict between the SCOC and the student handbook, the SCOC will prevail. Once the SCOC is promulgated, any subsequent changes or amendments must be approved by the Board of Trustees. During any periods of instruction during the summer months, the Parent-Student Handbook and SCOC in place for the year immediately preceding the summer period shall apply, unless the District amends either document, or both documents, for the purposes of summer instruction. The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to those laws. This Code of Conduct applies to all students in the San Antonio Independent School District whenever the interest of the District is involved, on or off school grounds, in connection with or independent of classes and school-sponsored activities.

SCOC,pg 4

<https://www.saisd.net/page/parentstudent-studentcode>

## V. STUDENT EXPECTATIONS

### SCHOOL PERSONNEL JURISDICTION

All school personnel are expected to enforce school policies and regulations regardless of whether the student is in the teacher's class or not. Students who refuse to comply with the directives of any teacher or administrator will be subject to disciplinary action. ***Any student who feels he/she is being mistreated or misjudged should comply with the teacher's directives and then discuss the matter with an assistant principal or the principal. All students must comply with the San Antonio ISD Student Code of Conduct.***

### STUDY HALL

Students may be assigned Study Hall for disciplinary reasons and unexcused tardies. It is the student's responsibility to inform parents that they were assigned Study Hall. Study Hall is held from 4:20pm – 5:20p m. Students are to attend Study Hall, once assigned, at the designated time, after a twenty-four-hour period. Paper, pencil, and books are necessary when assigned after school Study Hall. While in Study Hall, the student will read or work on school assignments. Continued tardiness, and or failure to attend Study Hall may result in more serious consequences. Students will not cause disturbances. Students in violation of Study Hall rules will be removed from the room. The time served will not count and will result in a more serious consequence.

All school rules will apply while Study Hall is in session.

The student will be referred to the assistant principal if the Study Hall is not served.

### SUSPENSION FROM SCHOOL

General misconduct violations do not necessarily result in the formal removal of the student from class or another placement, but a teacher may send a student to the principal's or appropriate administrator's office to maintain effective discipline in the classroom. The principal/administrator shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct. The student may be returned to class following administrative action.

## FORMAL REMOVAL

A formal removal results for a student:

- Who has been documented by the teacher to repeatedly interfere with the teacher's ability to teach his or her class or with the ability of the student's classmates to learn; or
- Whose behavior the teacher determines is so unruly, disruptive, or abusive that the teacher cannot teach, and the students cannot learn. TEC 37.002(b)

When a student is removed from the regular classroom and a disciplinary conference is pending, the principal may place the student in:

- Another appropriate classroom.
- Time Out/Detention
- In-School Suspension.
- Out-of-School Suspension.
- Disciplinary Alternative Education Placement (DAEP)

## STUDENT BEHAVIOR AT SCHOOL ACTIVITIES

Students involved in inappropriate behavior at any school activity (on or off campus) during school hours or after school hours will be subject to disciplinary action.

## NO OUTSIDE FOOD OR DRINK

NO outside food or drink will be allowed in the building. The only exception is a home prepared bagged lunch. Birthday cakes or cupcakes are not permitted in high schools. As per district policy, they are only allowed in elementary schools and with restrictions.

## BUS/TRANSPORTATION

The District makes school bus transportation available to students living inside San Antonio ISD boundaries with designated pick-up and drop-off times (A.M. and P.M.) to and from the CAST MED HIGH SCHOOL.

This service is provided at no cost to students.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students:

- Do always follow the driver's directions.
- Do enter and leave the bus in an orderly manner at the designated bus stop.
- Do keep books, band instrument cases, feet, and other objects out of the aisle.
- Do **not** deface the bus or its equipment.
- Do **not** put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or outside of the bus.
- Do **not** smoke or use any other form of e-cigarettes or use any form of tobacco.
- Do not display any public personal affection toward another student.
- Do leave the bus carefully and wait for the driver's signal before crossing in front of the bus.

The district's primary responsibility is to transport students in district vehicles as safely as possible. It is critical that the operator of the vehicle focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when misconduct warrants immediate removal, the principal may restrict or revoke the student's transportation privileges, in accordance with the law. School bus cameras will be viewed to monitor student behavior.

Transportation Department may be contacted at (210)223-9792.

## DRESS CODE

As an 1882 Campus, CAST Med High School will follow the Dress Code established in 2018, when the school was established and not the Dress Code of the Comprehensive Schools 6th-12th at SAISD. CAST Med High School has established a dress and grooming code for the following reasons:

- To create an atmosphere conducive to learning and to minimize disruptions due to personal appearance, conduct, grooming and hygiene, and attire.
- To foster an attitude of respect for authority, and to prepare students to enter the workplace, which often has rules regarding dress, conduct and appearance.
- To ensure that the conduct and grooming of students who represent the District create a favorable impression for the District and community.

Students must dress and groom in a manner appropriate for a public-school education environment because we believe that in doing so, students are prepared for success. A student may be asked to return home to change clothes or the student's parents may be contacted to bring a change of clothing.

**Principle 1:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that the chest and abdomen, genitals, and buttocks are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this principle.

**Principle 2:** Students **MUST** Wear: A shirt, with a fabric that touches the waistband in the front and back and on the sides under the arms. Jeans are not allowed. "Jean Days" are announced to students when they will occur and when they are, torn jeans of any kind, are prohibited. Khaki or any other pant is allowed. Students may wear shorts, but shorts must be long enough to touch the bottom of the fingertips when the arm is extended straight down. Because shorts are permitted year-round, parents should allow students to wear them when the weather is appropriate and warm. If it is cold, students should wear warm clothing. Miniskirts or skirts that are too short are not allowed. Skirts, dresses, and shorts follow the same required length rule listed above. All students must wear shoes.

**Principle 3:** Students **MAY** wear, as long as they do not violate Principle 1 or 2 above:

- Athletic attire
- College Shirts
- School Shirts
- Favorite Sports Team Attire

**Principle 4:** Students **CANNOT** wear:

- Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under FNCF (LEGAL)
- Hate Speech
- Profanity
- Pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Violent language or images
- Sunglasses inside school unless prescribed by a doctor
- Visible piercings (spacers included) of the nose, eyebrows, lips, tongue, cheeks, or navel
- Any clothing that reveals visible undergarments (waistbands and straps included)

- Swimsuits
- Pajamas (unless it is Pajama Day)
- House slippers, flipflops, or "slides"
- Accessors that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)
- Any hair colored in a way that is not natural in appearance or unconventional

**Principle 5:** CAST Med High School asks students to participate each Monday of the entire school year in "Dress for Success". Students should dress in attire as if they were to attend an interview. Students may wear the same attire each Monday. If Monday is a school holiday, then "Dress for Success" will take place on the following Monday when school is in session. Students are allowed to "Dress for Success" all week if they desire.

## VI .MISCELLANEOUS

### SCHOOL LAWN

Students are reminded that the school landscape is new and that it is uneven. Walking on the grass can cause students to fall and get hurt. Students are not allowed to walk on the grass in any area of the school. All students must use the sidewalks at all times.

### SPORTS EQUIPMENT/SKATEBOARDS

Students are not allowed to bring skateboards to school or to play with footballs or any sports equipment on school property. This is for their safety.

### GIFTS/FLOWERS/BALLOONS

All gifts/flowers/balloons that are given to students must be turned into the office for holding for the day. Items may be picked up at the end of the day. The exchange of gifts and rules for gifts during holidays are determined by the school district. Each holiday is different.

### STUDENT ARRIVALS/DISMISSALS:

The building does not open its doors until 7:30AM, when administrators arrive. Students that are dropped off at school before this time are asked to wait in the front of the school until the doors are opened.

Any student that is not participating in tutorials or a school sponsored event (club, etc.) must exit the building and get picked up immediately or wait in the drop off/pick-up area for the school bus. Students are not allowed to loiter inside the school. This is a distraction to those in tutorials.

### OFFICE DOCUMENT REQUESTS

Documents that are requested to be signed or filled out will take 24 to 48 hours to complete due to a high number of documents requested by students and parents daily. These documents include, but are not limited to:

- Transcript
- Copy of Report Card/Progress Report
- VOE (Verification of Enrollment-Letter for Driver's Education)
- Attendance Verification

Please plan accordingly in the event that you need any of these documents.

## VII: SAN ANTONIO COLLEGE & TEXAS A&M UNIVERSITY SAN ANTONIO INFORMATION

### PART I. STUDENT EXPECTATIONS AND RESPONSIBILITIES

- You will be expected to complete course work to fulfill your high school curriculum requirements along with the college level curriculum. This will require more effort and work to meet the increased rigor of the Dual Credit option.
- The college grades you earn in a Dual Credit course will become part of your permanent college record and the grades may affect you in various ways. For example, an unsatisfactory grade in a course that is a prerequisite to another course would prevent you from enrolling in the secondary course.
- San Antonio ISD policies apply regarding the awarding of high school grades. Alamo College District and/or Texas A&M University San Antonio policies apply regarding the awarding of college grades.
- You will be expected to perform at the college level work and to honor all deadlines declared by the College/University or your instructor. Pay careful attention to your instructor's grading for CAST Med High School. Your instructor distributes a course syllabus detailing class policies and specific course requirements during the first week of class.
- **Students are expected to attend recognition events** at San Antonio College and/or Texas A&M University San Antonio if they receive notice of a recognition and are expected to attend any meetings held for CAST MED High School students.
- **For CAST MED HIGH SCHOOL: All students must sign up for Remind101 to receive information regarding college, CAST MED HIGH SCHOOL, and upcoming important events.**

### TEXAS SUCCESS INITIATIVE (TSI EXAM) COLLEGE READINESS REQUIREMENTS

The student is classified as a high school student and demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative: (These are subject to change throughout the year.)

**MATHEMATICS** - 950 cut score **READING** – 945 cut score **ESSAY**- Essay Score of 5 or higher

- TSI Test Fees: There is no charge for the TSI assessments when taken at CAST MED HIGH SCHOOL.
- Retests: All TSI retests are required to obtain a dual credit test referral approved by the CAST Med High School counselor.

### TSI TEST PARTICIPATION AND PREPARATION

Freshmen enrolling in the CAST MED HIGH SCHOOL must agree to attend the Summer Bridge program intended to prepare students for the Texas Success Initiative – TSI.

- Students must minimally meet the “college level” on the TSI Math and Reading. Students required to remediate with instructional class and tutorial prior to retesting.

- Students must have met TSI requirements for Reading and Mathematics by the beginning of their sophomore high school year, or they will not be allowed to enroll in college level courses. These students may continue to retest until passing their TSI to enroll in Dual Credit classes.

## SUMMER BRIDGE PROGRAM

A rigorous TSI test preparation curriculum will be implemented in a 1-week summer workshop setting for incoming 9th grade students at San Antonio College.

Highly qualified teachers for reading, writing and mathematics will be providing instruction for the workshop to prepare students for the college readiness placement exam (TSI).

## HIGH SCHOOL GRADUATION REQUIREMENTS

All CAST MED HIGH SCHOOL students are required to take pre-advanced placement or advanced placement and dual credit coursework within their core academic classes. All CAST MED student will graduate with a Distinguish Level of Achievement which requires:

- A Total of 4 credits in math, including Algebra II;
- A Total of 4 credits in science; and
- Successful completion of an endorsement

A student must earn the distinguished level of achievement to be admitted to a Texas public university under the Top 10 percent automatic admission law.

## STATE TESTING REQUIREMENTS\*

The State of Texas requires students to take the State of Texas Assessment of Academic Readiness (STAAR) end-of-course (EOC) exams in 4 subjects. Students must meet cumulative score proficiency in the following end-of-course exams to fulfill graduation requirements: Algebra 1, Biology, English 1, English 2 and U.S. History.

## ADDITIONAL TESTING

Our school requires that ALL students take ALL tests administered to students which include AP Exams, PSAT/SAT, ACT, APA, TSI, MAP, ASVAB, etc.

## CAST MED HIGH SCHOOL PARENT RESPONSIBILITIES/EXPECTATIONS FOR COLLEGE

The goal is that all students attending CAST MED HIGH SCHOOL will be successful in pre-AP/and dual credit courses, graduate with an endorsement to include a distinguished level of achievement and enroll in a four-year college or university after high school graduation.

What is expected of college students varies greatly from what is expected of high school students. Most collegiate coursework requires students to pursue their education not only in the classroom but on their own, either by completing coursework, doing research, and reading, studying, or preparing for class. It requires a high level of responsibility, motivation, and self-discipline to complete college courses successfully.



Students should be reminded about how challenging college courses can be and encouraged to prepare and study accordingly. The rule of thumb is for every hour spent in class students should spend the same amount of time studying. Some students will need to spend more time. All students should schedule more study time when they have an exam or when projects are due.

Some of the topics covered in college courses may be controversial. College is a time for students to critically analyze information gathered through public school courses and confront questions without easy answers. College instructors will teach the same course regardless if it is a dual credit course or has dual credit students in the course.

High school extra-curricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course whether they are in class the day the information or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work.

Parents and students should seriously discuss priorities before and during enrollment in a dual credit course.

## PARENT RESPONSIBILITIES

- Attend mandatory parent conferences, parent orientations, and dual credit meetings.
- Provide time and space for their student to complete schoolwork at home, knowing that their student will have homework every night.

Provide or arrange for transportation to and from San Antonio College and/or Texas A&M University San Antonio when their student requires tutoring or other learning resources after school/weekends, AND during the times when the San Antonio ISD Calendar does not coincide with holidays of the College and/or University. Students MUST attend classes at San Antonio College and /or Texas A&M University San Antonio if class is held when San Antonio ISD has a holiday and they do not.

- Get students to school on time every day. The official school day is 8:30 am to 4:00 pm. The building is open from 7:30 am to 5:30 pm.
- Review progress reports when they are sent home every three weeks.
- Maintain accurate contact information with the school by reporting any changes in address or telephone numbers immediately.
- Attend **ALL** Parent Informational Meetings held at CAST MED HS and/or San Antonio College/Texas A&M University San Antonio.
- Communicate with students and staff regularly regarding progress, goals, questions, comments, and concerns.
- Parents may not communicate with the college or with professors. ALL questions are handled through CAST MED HIGH SCHOOL.

## PART II: COURSE ENROLLMENT/PARTICIPATION REQUIREMENTS

### CLASS SYLLABUS

Every instructor will provide all students with a syllabus that will provide the following information to assist in preparation and successful completion of the course. All courses will hand out a syllabus making clear the expectations for the course. Students will be expected to fulfill the course requirements and instructor's policies. It is important that students learn the responsibility of reading and adhering to everything that is listed in the class syllabus that the instructors provide. Class syllabi contain:

Course Number and Instructor Information:

Text(s) and Materials: All college and high school textbooks will be distributed and assigned to each student with no charge. At the end of each course textbooks will be returned to the CAST MED HIGH SCHOOL book room. Fees will be assessed for lost or damaged books.

Course Requirements: Include the individual instructor's course requirements, specific grading policies, grading scale, policies regarding late work, and other evaluation methods.

Instructor's Policies: Includes make-up policy for verified absences, redo and late work, class conduct, and other class procedures required by the instructor.

Grading Policy: High School Grading based on:

- Assessment 40% and Assignments 60%
- There must be a minimum of 15 different grades per 9wks.

Calendar: Includes a calendar of subjects to be studied, activities, and assignments. This may be a detailed calendar specifying daily, weekly, or unit activities/assignments, or it may be a more general calendar specifying assignments on a week-by-week basis.

## STUDENT LEARNING RESOURCES

All students enrolled in CAST MED HIGH SCHOOL are held to a standard of "Nothing Less Than Success". Students are expected to maintain passing grades, participate in class, uphold good discipline, and take a role in school-sponsored activities.

CAST MED HIGH SCHOOL supports the following student learning resources:

- **Tutoring** – Provides homework assistance and opportunity to make up/redo tests and assignments before and after-school Monday thru Thursday. All students failing any class are required to attend tutoring. Tutorials are also available at San Antonio College and Texas A&M University San Antonio. Students should review their available dates and times, including the on-line tutorials that are available there.
- **Saturday School** – Provides re-teaching opportunities (schedule times will be announced).
- **Library** – Offers research and database materials and support
- **Meet with your Instructor/Professor and use the "Visitation with the Professor Form"!** ASK FOR HELP!
- **Follow the CAST MED PLAN included at the back this Student Handbook.**

Successfully completing your regular high school and dual credit courses is extremely important!

**Not only do these courses affect your high school graduation, but also your performance in each course is recorded on your permanent transcript, which will be seen, by all colleges, universities, and employers to which you apply for the rest of your life.**

**While dropping a course is an option, it should always be the last option. Students are not allowed to drop a course unless they move and attend a different school, or it is the professor's or counselor's recommendation that the student be dropped from the course. Please see the counselor for guidance and direction.**

\* If a dual credit student withdraws from (drops) a course before the Census Date, the course will not appear on the SAC/TAMUSA transcript. It is the responsibility of the student to check with the instructor or their course syllabus for the

Census Date. Students who withdraw from (drop) a course on or after the census date will receive a “W” on their SAC/TAMUSA transcript.

\* Students may withdraw from (drop) a course up to the “Last Day to withdraw with a W.” It is the responsibility of the student to check with the instructor or the course syllabus for date of the “Last day to withdraw with a ‘W’.”

\* These withdrawals/drops will result in a “W” on the SAC/TAMUSA transcript and may impact Federal Financial Aid eligibility after high school.

**Any student who fails or drops (or is dropped from) a college class WILL BE required to pay the tuition costs for re-taking the course.**

## STUDENT CODE OF CONDUCT

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of SAISD, Alamo Colleges’ and Texas A&M University communities, and to challenge those whose behavior is not in accordance with the code. The act of applying to be an Alamo Colleges and/or Texas A&M University student is an explicit acceptance of the Alamo Colleges’ and Texas A&M University San Antonio policies, procedures, regulations, and administrative rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the SAISD, Alamo Colleges, and TAMUSA Student Code of Conduct policies, procedures, regulations, and administrative rules.

## ATTENDANCE

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required. **Students must attend class at SAC/TAMUSA when San Antonio ISD has a holiday and SAC/TAMUSA does not.**

**Smart Start.** Student absences will be recorded from the first day the class meets. Students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Ongoing Attendance. Course instructors establish policy about attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi.

Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for

completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course if s/he can no longer attend according to the instructor's course policy.

Students who stop attending class for any reason should contact the instructor and Enrollment/ Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Enrollment Services/Admissions and Records office.

Students receiving financial aid or any other external financial support should review and understand that dropping or being withdrawn from a course may result in owing funds to the federal government or other support provider and impact eligibility for future awards.

The following table shows the number of missed class meetings that make up an absence rate approximating 12.5%.

<b>Meeting Pattern</b>	<b>Absences equal to 12.5%</b>
<b>Regular Semester:</b>	
3 Meetings/week	6
2 Meetings/week	4
1 Meeting/week	2
<b>Flex Term, Summer 8-Week:</b>	
4 Meetings/Week	4
3 Meetings/Week	3
2 Meetings/Week	2
<b>Summer 5/6 Week Term:</b>	
5 Meetings/Week	3
4 Meetings/Week	2.5
<b>Maymester:</b>	
4 Meetings/Week	1

## GRADES

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)
- D (below average/pass)
- F (failure)
- I (incomplete) \*
- IP (in-progress) \*\*

- NC (non-credit)
- W (withdrawal, does not count in 6 drop limit)
- WS (withdrawal, counts in 6 drop limit)
- WX (withdrawal exemption, does not count in 6 drop limit)
- WM (military withdrawal)
- CR (non-traditional credit only)
- AU (audit)
- P (pass)
- NR (not recorded)

Grades no longer in use:

- WF (withdrawal failing)
- WP (withdrawal passing)

### INCOMPLETE GRADES

The conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.” Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

### \*\* IN-PROGRESS GRADES

A final grade of “IP” may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who, in the instructor’s judgment, have the potential to successfully complete the coursework. The only way to receive a passing grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.

### MIDTERM GRADES

Faculty will post midterm grades to keep students informed of their progress. Midterm grades may be viewed online through ACES (SAC) /JagWire (TAMUSA). Midterm grades are for informational purposes only and not final grades of record.

### GRADE AVAILABILITY

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grades.

### GRADE CHANGES

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for

judging the quality of academic performance in a course rest with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor and provide supporting documentation to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within five (5) days of the instructor's decision. See Academic Grievance Procedure in District, State and Federal Regulations.

### GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F and WF - 0 quality points per semester credit hour
- W, WM, WS, WX, WP, CR, NC, NR, AU - not computed in GPA
- I - incomplete grade carries 0 quality points per semester credit hour; GPA recalculated upon completion of required work (See Incomplete Grades section in this catalog)
- IP - final grade for developmental courses and Academic Refresher Courses – not computed in GPA
- P - Continuing Education Completer or Academic Refresher Courses (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework.

### CALCULATING THE GPA

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

	Semester Hours	Quality Points	Grade Points
<b>Example:</b>			
<b>BIOL 1406</b>	4	3 (B)	12
<b>ENGL 1301</b>	3	2 (C)	6

<b>SPAN 1411</b>	4	4 (A)	16	
<b>PSYC 2301</b>	3	2 (C)	6	
<b>KINE 1104</b>	1	4 (A)	4	
	<b>15</b>		<b>44</b>	<b>GPA=44/15=2.93</b>

## REPETITION OF COURSES

Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges or universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

## ACADEMIC STANDARD AND PROBATION

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The component used to compute Academic Standing is GPA. The Alamo Colleges honor the academic standing in place at the last institution attended (dismissal, probation, etc.). Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined below.

Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status in Alamo GPS, accessed through their ACES accounts. (See Adds, Drops and Withdrawals, which also covers the Three-Peat Enrollment and Six Course Drop Rulings.)

## GOOD STANDING

- Minimum overall GPA, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time and student begins process defined below.
- Academic standing is determined at the end of the fall, spring, or summer term, to include Flex I/II, Maymester, Summer I/II, and mini-session courses.

## ACADEMIC PROBATION

- Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES (SAC) /JagWire (TAMUSA) email addresses.
- Students may be required to meet with advising services prior to enrollment in subsequent semesters.
- Students may be limited to a maximum approved course load. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success.
- If the above requirements are met any appropriate Academic Hold will be waived on student records.
- Academic Probation status is waived when students earn both term and cumulative 2.0 GPA; otherwise, enrollment status will be Continued Academic Probation.

- Students who fail to earn a minimum term GPA of a 2.0 while on Academic Probation may be placed on Academic Dismissal.

#### CONTINUED ACADEMIC PROBATION

- After the first (1) semester term of Academic Probation Status, students may re-enroll at the Alamo Colleges on a Continued Academic Probation status after meeting with advising services.
- Students may be limited to a maximum approved course load of six to eight (6-8) semester hours. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success. Students must earn a minimum GPA of 2.0 during the semester approved to continue enrollment in subsequent terms while on Continued Academic Probation.
- Student status is evaluated after each completed semester/session.
- The Continued Academic Probation status is removed when students earn both term and cumulative 2.0 GPA. If the student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all Alamo Colleges.
- If students on Academic Probation or Continued Academic Probation show academic progression and earn a semester term GPA of 2.0 or higher while their cumulative GPA is still below 2.0 in the next semester term following the probation status, students will continue in a continued probationary status until their cumulative GPA is a 2.0 or higher which would then place them back in good Academic Standing.

#### ACADEMIC DISMISSAL (FIRST OR SECOND ACADEMIC DISMISSAL)

- If students on Academic Probation or Continued Academic Probation do not earn a semester term GPA of 2.0 and do not earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal and must remain out for one full fall or spring semester. Students placed on Academic Dismissal will receive notification from the Alamo Colleges via their ACES email.
- Students returning from their 1st or 2nd Academic Dismissal will enroll as Continued Academic Probation in the next semester term(s) until their cumulative GPA is a 2.0 or higher. Students must maintain a minimum semester GPA of 2.0 or higher to continue their eligibility for enrollment. If students do not maintain a minimum semester GPA of 2.0 or higher, they may be placed back on Dismissal status and be required to sit out.
- After remaining out for one (1) full fall or spring semester term for each of the First or Second Academic Dismissals, students must petition for registration. Upon readmission, students will be limited to a maximum approved course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success. Students will also be required to meet with an appropriate college representative.
- Students will be enrolled under the status of Academic Dismissal and must achieve and maintain a minimum GPA of 2.0 during the semester approved for enrollment. The maximum student course load during subsequent semesters will be based on the student's academic progress and may not exceed 12 semester hours.
- Students who wish to enroll and not remain out a fall or spring semester may petition for an exception and must complete the academic dismissal petition process. Students granted an exception will be re-enrolled.



- Students may re-enroll if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Academic Dismissal status is removed when students earn a cumulative 2.0 GPA. Submitting an Academic Dismissal petition does not guarantee registration. In addition, denial of a petition at one Alamo College applies to all Alamo Colleges.

#### ACADEMIC DISMISSAL (THIRD ACADEMIC DISMISSAL)

A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Colleges for one (1) academic year after which a petition for registration must be made. After remaining out the required length of time, students must submit their petition and typed reflection statement to their selected college by the set deadlines. They will also be required to meet with an appropriate college representative.

In addition to the policies above, students will be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.

Academic Dismissal status is removed when students earn a cumulative 2.0 GPA.

#### DEADLINE TO SUBMIT PETITION FOR 1ST, 2ND, AND 3RD ACADEMIC DISMISSAL

Petitions for exception to the Academic Dismissal process must be submitted by the stated deadline. Please see your primary college for specific deadlines.

#### ELIGIBILITY FOR PARTICIPATION IN COLLEGE- SPONSORED PROGRAMS AND EVENTS

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Colleges, represent the Alamo Colleges in meetings or on competitive teams of the Alamo Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 to be a member of and participate in any student organization authorized by the Alamo Colleges.

#### HONORS

Honors are granted to students who earn a cumulative GPA of 2.0 in addition to a current semester GPA of 3.5 or higher in their fall or spring semesters at the Alamo Colleges. The Honors will be awarded by the student's home college.

##### HONORS CALCULATIONS (INCLUDES CLASSES TAKEN AT ALL OF THE ALAMO COLLEGES)

- Honors: Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- President's Honors: Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- Part-Time Honors: Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- President's Part-Time Honors: Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.

An Honors Convocation may be held annually to recognize students' achievements and CAST MED High School Students that are recognized **MUST** attend.

#### ACES AND CANVAS ACCOUNTS & COLLEGE E-MAIL

All college information (grades, class schedules, etc.) is available to students through their college ACES (SAC) /JagWire (TAMUSA), Canvas or college e-mail accounts. If students have difficulty accessing these, they should contact the college IT (Instructional Technology) Department AS SOON AS POSSIBLE. Professors do not accept non access to these accounts as excuses for not submitting or completing work. It is the students' responsibility to ensure they have access at all times and to check their college e-mail frequently.

#### PLAGIARISM AND ACADEMIC DISHONESTY

Plagiarism (copying other people's work, either classmates' or authors') as well as academic dishonesty (cheating on work or tests, quizzes, or exams) are unacceptable and students caught will be disciplined. The possibility exists that they may be removed from the college and/or the CAST Med High School.

#### EXTRA-CURRICULAR ACTIVITIES

Students are highly encouraged to participate in all extra-curricular activities offered. At CAST MED HIGH SCHOOL, the school will offer a variety of clubs and organizations. Participation is important for future scholarships and college acceptance. Students must maintain passing grades to participate in all extra-curricular activities.

#### BEHAVIOR AT SAN ANTONIO COLLEGE/TEXAS A&M UNIVERSITY SAN ANTONIO

All students must follow the college's discipline plan of expectations for good behavior. Students are asked to keep their voices down in the college hallways and if conversations are going to be held, that they have them outside or in the Student Centers as to not disturb classes taking place.

Students should limit the number of times they leave the classroom to use the restroom. Students that repeatedly leave the classroom are losing instructional time.

Students should not be on their phones while classroom instruction is taking place. Professors will communicate with CAST MED HIGH SCHOOL if students are not paying attention in class.

All college work is expected to be turned in on time. Turning in late work is **NOT** acceptable in college. Asking for additional work to submit when the initially assigned work was never submitted is unacceptable. Do not procrastinate and turn in your work in time. Ask for help if you do not understand! Raise your hand! Pay attention! Do NOT plagiarize! Visit with the professor and use the form found at the back of this handbook when visiting with your professor.

Keep in mind that any type of unacceptable behavior is reported to San Antonio College Police/Texas A&M University Police and Parent-Student Hearings are then held with College/University Discipline Committees to remedy situations or dismiss students.



# CAST MED PLAN FOR SUCCESS

“If you keep doing the same thing, you are going to get the same results.”

## **You NEED to change your plan!**

Things **to do** to increase your grade **AND protect your GPA**:

- ✓ **LEARN** your course syllabus. It is a contract between you and your professor;
- ✓ **Visit** with your professor; **use** the “Visitation with Your College Professor” Form; **return** signed form to Mrs. Chavez;
- ✓ **Visit** the Student Learning Assistance Center at San Antonio College;
- ✓ **ASK the professor for help by asking questions during class**;
- ✓ **Consult with or attend tutorials** at CAST MED HIGH SCHOOL with teachers of the same content;
- ✓ **Meet** with other students from the same class and form a study group;
- ✓ **Organize** your time;
- ✓ **Read** your class textbook **AND** notes;
- ✓ **Check** your ACES or CANVAS Accounts periodically to see your status;
- ✓ **Visit** websites that can help you. (Google+ Communities, YouTube Videos, Khan Academy, San Antonio Public Library, the on-line textbook from the class (if there is one), etc.);
- ✓ **Set** dates and alarms of when things are due on your cell phone for reminders; and
- ✓ **Change** your attitude towards the course and the professor. It’s a **positive** mindset that gets things done.

The items listed above are **NOT** suggestions! They are **ALL REQUIRED** for success.

**We know you can be successful! You have come this far already!**

***IMPORTANT: “For every hour you spend in a college class, you should spend two hours at home studying.”***



## Visitation with Your College Professor

### INSTRUCTIONS FOR VISITING WITH YOUR PROFESSOR:

- 1) REVIEW the course syllabus **before** making your appointment to visit your professor during his/her office hours and take the course syllabus with you to the meeting.
- 2) Email or call your professor on the phone, to set a time to meet. Office hours are usually on the course syllabus.
- 3) Arrive on time to your appointment and organized with the material you want your professor to help you with.
- 4) Take notes while your professor is speaking to you. Ask for clarification on any item discussed.
- 5) View back side of this form for recommended questions to ask.
- 6) Have the professor sign this form and date it. **Return form to Mrs. Gutierrez, CAST Med High School Counselor.**

#### To be completed by STUDENT:

Student's Name \_\_\_\_\_ ID \_\_\_\_\_ Grade \_\_\_\_\_ Current Class Grade \_\_\_\_\_

Date of Visitation: \_\_\_\_\_ Appointment Time \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Course Name \_\_\_\_\_

#### To be completed by the professor: (Check all that apply)

##### I. Student Performance:

- Poor Attendance
- Leaves class early
- Tardy to class
- Low scores on tests/quizzes
- Incomplete assignments
- Poor attitude
- Failure to participate in class discussions
- Not prepared with materials
- Management and Study Skills lacking

##### II. Suggestions for Improvement:

- One-on-one Tutoring
- Improve Attendance
- Group Tutoring

- Peer-Study Sessions
- Professor Student Conference
- Visit the Gutierrez Learning Center
- Read textbook
- Submit late assignment by: \_\_\_\_\_ with points deducted

##### III. Other Concerns:

- Plagiarism
- Excessive Talking during class
- Use of Cell Phone during class
- Socially Withdrawn
- Disrespectful
- Other: \_\_\_\_\_

Please include any additional comments and attach them to this form. Please submit to Mrs. Chavez, Counselor.

Professor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Five Questions to Ask your Professors

It is not uncommon to experience some academic challenges during your first year in college – after all, the courses are harder, the professors are different, and you have many more demands on your time. So, to help you figure out how to navigate some of these challenges we have included some questions to ask your professors that will clarify how to perform well in your chosen course work.

- 1.) ***Which items should I concentrate on more for your exams – the notes or the textbook or both? What are the best ways to prepare for your exams?*** Professors are pleased when their students take a special interest in their subject, so they will often tell students that seek them out which items to focus on, thus allowing you to maximize the efficiency of your study time.
- 2.) ***Could you give me an example of a common test question? Are there practice test questions in the text or workbook?*** Many times, students feel they understand the material but have trouble performing well on exams. Professors will often suggest workbook or example test questions that will allow you to practice answering questions that you are likely to see on the exam.
- 3.) ***Would you mind looking over my paper and recommend changes that you feel should be made?*** Professors often review papers and projects prior to the due date. This allows you to make changes that ordinarily would cause you to lose points. This practice also reinforces the lessons that the professor is looking for when he/she grades your paper, resulting in a better grade on assignments and a greater understanding of the course material. Although not all professors do this, many will and are happy to make suggestions.
- 4.) ***Would you mind clarifying some areas of confusion for me regarding the notes from class?*** Even if you feel you are clear on the course material, meeting with your professors gives you an opportunity to show your professors that you care about your education and affords you the chance to make some valuable contacts. *This practice also allows you to identify areas you thought you knew but perhaps require clarification.* When you then miss class for a competition, your professor knows you are still taking his/her course seriously.
- 5.) ***What strategies can I use to perform better in your course?*** Professors want to know that you are interested in improving your performance in class but most importantly that **you are interested in learning**, after all - that is why you are here. Asking them this question lets them know that you want to do well in their class and that you are here to learn. Colleges are full of students that attend for a variety of reasons; your professors want to know you are here for the right reason.

Remember, the professors that you will have for the next two years can change your life; **get to know them**, they can help make your education meaningful.

<http://www.furman.edu/sites/aa/Documents/CommonQuestionsToAskYourProfessors.pdf>

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

(THIS IS YOUR COPY-ORIGINAL FORMS WILL BE ISSUED AND RETURNED TO OFFICE)

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT 2020-2021

CAST MED HIGH SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

My child and I are responsible for reading, understanding, and abiding by the San Antonio ISD CAST Med High School Student Handbook and the SAISD Student Code of Conduct. I understand and agree that my child is held accountable for the behavior and consequences outlined in this book and at school-sponsored and school-related activities, including school sponsored travel and for any school related misconduct, regardless of time and location.

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Student's Address

\_\_\_\_\_  
CAST Med High School

School

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

I have read and agree to ALL the rules and regulations in this handbook, including the rules and regulations regarding internet and email access and use.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Yes, grant my student access to internet and email resources.

\_\_\_\_\_ No, do not grant my student access to internet and email resources.

***This document is required to be on file in the principal's office. Please remove this page and return it to our school.***

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.