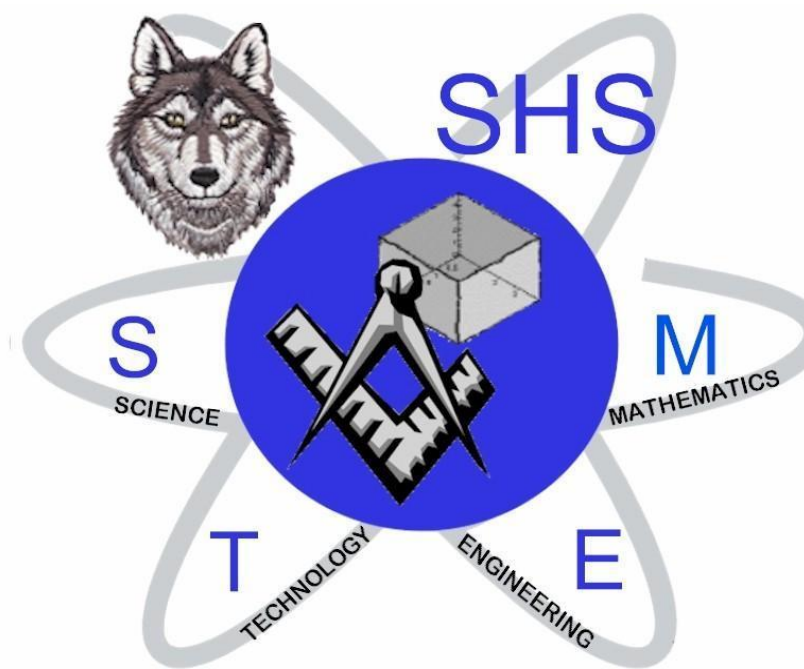


Robert M. Shoemaker High School STEM Academy Handbook



2015 - 2016

School Year

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STEM Handbook Acknowledgement Form

By signing below, I acknowledge receiving a copy of the Robert M. Shoemaker High School STEM Academy Handbook. I have read and understand the policies and regulations set forth in this handbook and I agree to abide by all such policies and regulations.

In addition, I understand that my continued participation with STEM is guaranteed only to the extent to which I follow the rules and policies set forth in this handbook. Failure to uphold the standards and expectations of the Shoemaker High School STEM Academy may result in disciplinary action including removal from the STEM program.

Student name, printed _____

Student signature _____

Date _____

Parent/Guardian name, printed _____

Parent/Guardian signature _____

Date _____

Please sign and return STEM Handbook Acknowledgement Form to Dr. Sandra Melendez, STEM Coordinator

Welcome

On behalf of the entire faculty and staff at Robert M. Shoemaker High School and the STEM Academy, We extend best wishes and a warm welcome for your success. We are looking forward to your participation in our program for the 2014-2015 school year. We strive to promote academic leadership and responsibility among our students through participation and competition. We have an exciting program of events scheduled for this school year and hope you share our enthusiasm about your future with STEM. Students of STEM may participate in field trips, events, competitions, and have the opportunity to earn letter jackets, patches, and cord recognition upon graduation. Our Project Lead the Way (PLTW) program is nationally certified and students may earn transcript college credit.

STEM typically participates in the following competitions:

FIRST- FRC, For Inspiration and Recognition of Science and Technology
MATE- Marine Advanced Technology Education
VEX- Robotics
FTC- FIRST Tech Challenge
TCEA- Texas Computer Educational Association
TSA- Technology Student Association

Certifications are available in:

- Autodesk Inventor and Revit Architecture
- Rec Robotics, Pre-Engineering.

We hope your experience in our STEM Academy will be rewarding and memorable.

Should you have any questions feel free to contact Dr. Melendez at 254.336.0900 or Sandra.melendez@killeenisd.org, or Mr. Fuller at Jeffrey.fuller@killeenisd.org,

Sincerely,

Shoemaker STEM Team
Robert M. Shoemaker High School

STEM Leadership Team

STEM coaches consist of the STEM Coordinator as head coach and teachers as assistant coaches. Coaches work with students to help them develop skills involved in the design and assembly of competitive robots and other engineering projects. Coaches inspire students in ways far beyond Science and Technology by teaching an appreciation for teamwork, Gracious Professionalism, and sportsman like values, which helps strengthen their academic as well as personal life skills.

STEM Coordinator and Head Coach, Dr. Melendez

sandra.melendez@killeenisd.org

254.336.0900

Assistant Coaches:

Mr. Fuller

Jeffrey.fuller@killeenisd.org

Mr. Devine

Khitan.Devine@killeenisd.org

Mr. Riley

Christopher.riley@killeenisd.org

STEM Student Leadership Team

The STEM Student Leadership Team is as follows:

President – Amanda Hayden

Vice President – Haley Vredenburg

Treasurer – Robert Doles

Secretary – Theodore Oatman

Reporter – Grace Morales

Sergeant-at-Arms – Tyjewl Madry

Job Assignments Cont. on pg. 2

Section A: President

The STEM president shall:

1. **Preside at and conduct meetings according to parliamentary procedure.**
2. **Appoint committees and serve as ex-officio member of each (i.e., First Robotics and Vex Robotics).**
3. **Call upon other officers to take the chair when necessary or desirable.**
4. **Keep activities progressing in a satisfactory manner.**
5. **Represent Shoemaker High School, the Cyberwolves, and TSA (Technology Student Association) in outside activities.**
6. **Attend Parent Meetings.**

Section B: Vice-President

The STEM vice-president shall:

1. **Assist the president.**
2. **Serve as president in the absence of the president.**
3. **Succeed the president in case of vacancy.**
4. **Serve as chairperson of the membership and program committee.**
5. **Meet with and be responsible for all committees.**
6. **Serve as Football Robotics Chair person.**

Section C: Secretary

The STEM secretary shall:

1. **Prepare and read the minutes of each meeting.**
2. **Count and record member votes.**
3. **Read correspondence and communications at meetings.**
4. **Keep association permanent records.**
5. **Post notices to members pertaining to association activities and send invitations to guests.**
6. **Be responsible for association correspondence.**
7. **Call the meetings to order in the absence of a presiding officer.**
8. **Assist with Web site update and design.**

Section D: Treasurer

The STEM treasurer shall:

1. **Report all financial standings at each meeting.**
2. **Keep an accurate record of receipts and payments.**
3. **Obtain and present ideas and suggestions for increasing the treasury and financing activities.**
4. **Manage Fundraisers**

Section E: Reporter

The STEM reporter shall:

1. **Prepare articles for publication.**
2. **Contact members to obtain news regarding the association.**
3. **Contact personnel in charge of other publications and provide copy conforming to their requests.**
4. **Act as historian of the association by keeping association publications archive.**
5. **Assist with planning and arranging association exhibits.**
6. **Act as editor of association publications with the responsibility of developing and publishing.**
7. **Photo and videography of events.**

Section F: Sergeant-at-Arms

The STEM sergeant-at-arms shall:

1. **Serve as parliamentarian for the association. (Needs a current copy of Robert's Rules of Order, newly revised.)**
2. **Arrange meeting rooms and care for association paraphernalia.**
3. **Be responsible for the comfort of those present at all meetings.**
4. **Assist officer candidates prior to and during elections.**
5. **Arrange entertainment, refreshments, and other details related to meeting programs.**
6. **Serve as chairperson of the welfare committee.**
7. **Assure all attendees sign into meetings and collect sign in sheets.**

Students who are interested in Leadership positions must interview for an officer position. Responsibilities listed above are required. An application and list of teacher references must be complete. All Officers and applicants must be UIL eligible and current with all dues.

STEM Meetings

Officer meetings are conducted during Lunch and as determined by the STEM Coordinator. **Staff meetings** will be held the **first Tuesday** of every month after-school **at 4:10** sharp. Student Leadership Team members must attend all STEM meetings. Two unexcused absences in a semester may result in removal from office.

During build session comity chairs will conduct meetings with staff and schedule through the STEM President. Students are expected to communicate in respective department forums and document team progress at each meeting. Planning meetings will be conducted prior to each project; officers and comity chairs are expected to communicate progress.

Student Expectations

Participation Requirements

Students must sign into logbook prior to participating in after school STEM activities to document hours for competitions. If a student cannot make it to a meeting and has a viable excuse, such as a doctor or dentist's appointment, a written excuse is required. If you are a participant in a KISD sponsored extra-curricular activity, the absence may be excused as long as there is prior approval through Dr. Melendez. Each competition requires minimum build hours to be logged in order to be eligible to attend events.

Student eligibility to participate in events is ultimately determined by the STEM Coaching Team. In addition, student dues must be current and up to date two days prior to events.

Dues

General Dues	T-shirt	\$10
	TSA	\$10
	Leadership Camp	\$100
	Water	\$5
Uniform Fees	Pants and Cap	\$30
Equipment Fees	Safety Glasses	\$5
Best Robotics	T-Shirt	\$15
	Meals	\$6
	Theme Display	\$1
Vex	Entry Fee	\$5
First Robotics	Meals Trip 1	\$54
	Meals Trip 2	\$54
	Shirt	\$30

Student Responsibilities

All students shall monitor the STEM bulletin board and calendar on the STEM web page for daily activities, and join Remind.com to receive group reminders by cell phone (if you have a cell phone). Events and meetings as required.

Students are expected to use appropriate language at all times, and treat all adults, sponsors, and peers with respect. Students are also expected to take pride and personal responsibility for their own success in STEM. If a student needs equipment, supplies, or other items, they must requisition the appropriate department manager.

Students in STEM are expected to display exemplary behavior and follow the KISD student code of conduct at all times. Membership status of students exhibiting behavioral problems will be reviewed by the STEM Coaching Team and high school administration.

Academic Eligibility

It is required that students maintain passing grades in all classes in order to maintain their full-time participation status in competitions. Students who become academically ineligible will be placed on watch and will not be able to participate in events. Students are responsible for applying for waivers to maintain academic eligibility one week before an event. *Dues paid to STEM will not be refunded because of academic ineligibility.*

STEM Grading Policy

Formative: Daily Progress grades
 Activities
 APA Project progress
 Presentation Material

Summative: Engineering Notebook
 Quizzes- Released exams and Key Terms
 Completed Projects
 Oral Presentations

Final Exam EOC

Uniforms

Uniforms worn by students will vary depending upon the occasion. A full uniform includes camo pants, fatigue cap, and designated shirt, and will be required for all events unless otherwise specified. Uniforms for competitions vary depending on the event theme; the STEM Coordinator will determine the uniform prior to the event. Uniforms should be worn properly unless permission is otherwise granted by a coach. Camo pants and fatigue caps will be issued to students and will be

turned in at the end of the year. Closed-toed shoes and safety glasses are required for all students at all events. Students will incur a \$40 fee if uniforms are not returned at the end of the year. Students will also have the option to purchase uniform pants.

Transportation and Trips

It is required that all students utilize KISD provided transportation when traveling to and from events. Alternate travel arrangement requests must be made in writing and require STEM coordinator approval.

Lodging

For overnight trips, no more than four students will be assigned per room with two full size beds in designated male or female rooms. Students of opposite gender are forbidden from visiting in each other's rooms.

Fundraising

STEM students will participate in fundraising and activities will be announced as they are planned.

Awards and Recognition

Jacket Requirements

Students in STEM will have an opportunity to receive recognition for their efforts. Students who qualify may earn patches, certificates, and other awards. A STEM awards ceremony is held every year to recognize students for their accomplishments. Students are also awarded Cyberwolves patches for participating and contributing to team efforts in three competitions each year. STEM patches are awarded to students for receiving Academic Achievement Awards while enrolled in STEM. If earned, Students must purchase their own letter jackets, they are not provided by STEM. To earn a STEM letter jacket, students must be in good academic standing, and must compete in a TSA event and a robotics event.

Student are also eligible for STEM student of the month and STEM student of the year awards, which will be determined by Instructors and coaches based on time on task, overall performance, and commitment to the STEM Program.

STEM cords at graduation for the 2015 - 2016 school year.

STEM SCIENCE:

4 years PAP/AP Science
2 additional PAP/AP classes
1 Engineering class

STEM ENGINEERING:

3 year engineering
3 PAP/AP Math and/or Science classes
1 EDD course

STEM MATH:

4 years PAP/AP Math
2 additional PAP/AP classes
1 Engineering class

STEM TECHNOLOGY:

3 Technology
3 PAP/AP Math and/or Science classes
1 Engineering class

All students must complete our Capstone STEM Course. Engineering Development and Presentation to satisfy the 4th Science requirement in addition to the Engineering requirement.

7551 AE - Aerospace Engineering AE explores the evolution of flight, navigation and control, flight fundamentals, aerospace materials, propulsion, space travel, and orbital mechanics. In addition, this course presents alternative applications for aerospace engineering concepts. Students analyze, design, and build aerospace systems. They apply knowledge gained throughout the course in a final presentation about the future of the industry and their professional goals. This course is designed for 11th or 12th grade students.

5203 DE- Digital Electronics DE is the foundation of all modern electronic devices such as mobile phones, MP3 players, laptop computers, digital cameras and high-definition televisions. Students are introduced to the process of combinational and sequential logic design, engineering standards and technical documentation. This course is designed for 10th or 11th grade students.

5202 IED- Introduction to Engineering Design and Development IED is the design process and its application. Through hands-on projects, students apply engineering standards and document their work. Students use industry standard 3D modeling software to help them design solutions to solve proposed problems, document their work using an engineer's notebook, and communicate solutions to peers and members of the professional community.

6502 POE – Principles of Engineering This survey course exposes students to major concepts they'll encounter in a post-secondary engineering course of study. Topics include mechanisms, energy, statics, materials, and kinematics. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, document their work and communicate solutions.

*6521 EDP- Engineering Design and Presentation

In this capstone course, students work in teams to design and develop an original solution to a valid open-ended technical problem by applying the engineering design process. Students perform research to choose, validate, and justify a technical problem. After carefully defining the problem, teams design, build, and test their solutions while working closely with industry professionals who provide mentoring opportunities. Finally, student teams present and defend their original solution to an outside panel. This course is appropriate for 12th grade students.

If it is your goal to receive a STEM cord at graduation and you wish to change your schedule please complete the following and return it in to the counselor's office. You may also please email me sandra.melendez@killeenisd.org.

College Credit:

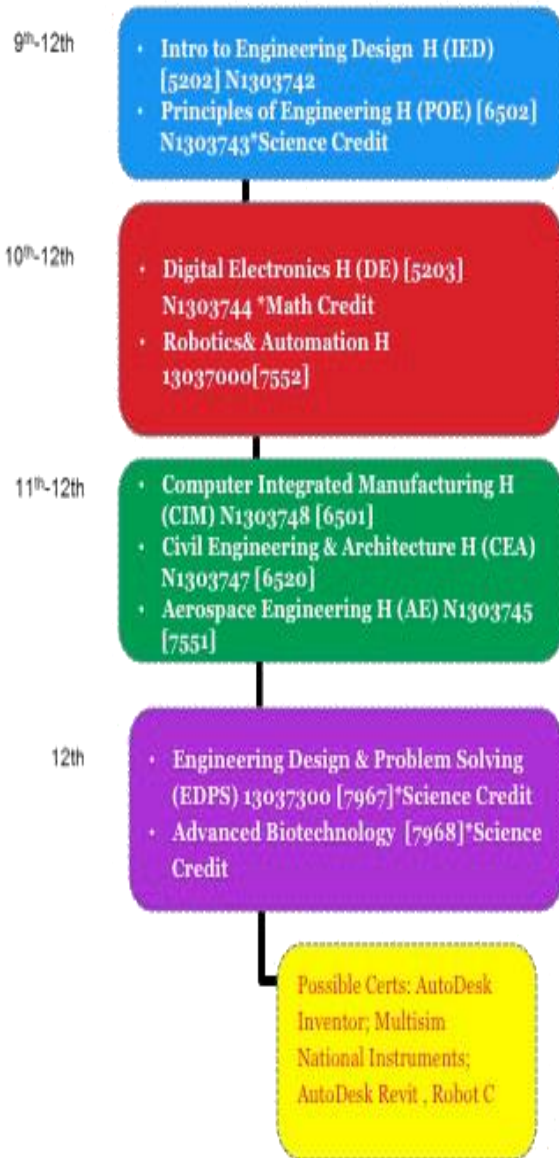
Students may earn college credit by passing the End of Course Exam for engineering courses, in addition they must complete an Electronic Portfolio and Engineering Notebook. This credit is known as *Transcribed Credit* and may apply at PLTW affiliated colleges. The Student pays all fees associated with college credit.

Certifications:

Students have the opportunity to earn industry certification on Autodesk and Adobe Software. The student pays fees for certification testing.

STEM Engineering - PLTW

Engineering (SHS)



[Course Code]

Volunteers and Mentors

KISD's goal for volunteers is to provide schools with technical, planning, and coordinative support in program implementation resulting in effective parental involvement activities that support increased student academic achievement in all core subject areas, and promote healthy eating and lifestyles.

Parents do not have authority to direct the duties of a school district employee. Scheduling of contests, rules for participation, methods of earning letters, and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.

The following guidelines are provided by the state of Texas and parents are reminded that the classroom comes first.

- Help conduct fair and equitable competition, adhere to rules, uphold the law, and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of the capabilities and limitations of young people. Don't have unrealistic expectations.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.
- Work with the STEM Coordinator.
- Clear all activities through your STEM Coordinator.

The role of parents and community volunteers is to support the implementation of STEM Academy program goals and guidelines implemented by the STEM Coordinator/ Head coach and Assistant coach.

Parent and community volunteers are appreciated and encouraged. Applicants for volunteering positions must go to the district web site at <https://www.Killeenisd.org>. Below are instructions.



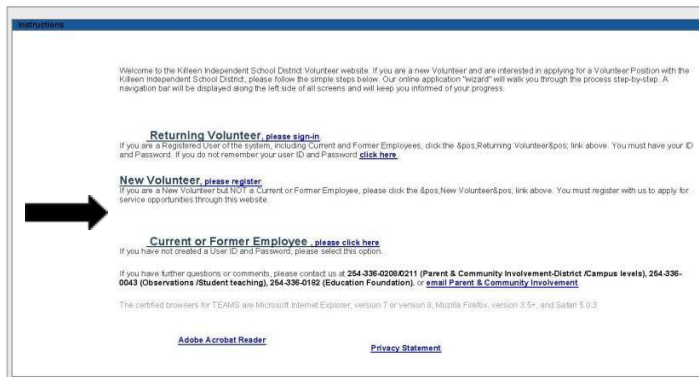
Shoemaker High School KISD Volunteer Sign Up

The school district has centralized and computerized the whole volunteer sign-up process, so all volunteers whether they are first time volunteers or not will have to sign up on the district-wide volunteer database. Here are the instructions to sign up.

Go to the following internet address:

<https://killeen.tx01.teams360.net/volunteer/EntryPointHomeAction.do>

You will get the following screen:



Click on New Volunteer and this will initiate the whole sign up process to become a volunteer at Shoemaker. You will have to fill out all the blanks that have a red asterisk * by the blank.

Once you have completed the sign up process, the school district will do a background check and they will notify you about the approval. I would appreciate very much if you can send me your volunteer ID number so that I can keep track of the Shoemaker volunteers on the computer. You can either email me or call me with any questions or concerns.

Mentors

STEM Academy will have build sessions and competitions on Saturdays throughout the year as announced. Best (freshmen) build sessions will be scheduled in September and October. FIRST (Varsity level) build sessions are in January and February (specific times and dates to be announced). The Mentor may contribute their expertise through support of existing instruction, guidance to the team, or serve as a resource on a one-time or multiple-time basis. They are also encouraged to support the classroom engineering classes and participate in the Staff/Parent/Community Partnership Team.

Parent/Community partnership Team

Meetings will be held first Tuesday of every month from 5:30 pm – 7:00 pm. Staff, Parents and community members are encouraged to attend. The site team's mission is to support the implementation of STEM and Project Lead the Way programs at the Robert M. Shoemaker High School, STEM Academy.

STEM Student Forms to be returned

The following pages contain forms that all STEM students must complete. Included here you will find:

1. STEM Student Information Form.
2. STEM Trip Permit Form.
3. KISD Substance Abuse Testing Consent Form...
4. STEM Handbook Acknowledgement Form
5. Lab Safety Form
6. KISD video/ Web Release Form

INFORMATION FOR PARENTS/GUARDIANS ON KISD STUDENT RANDOM DRUG TESTING PROGRAM

Dear KISD parent/guardian;

Effective in school year 2015-2016, the KISD Board of Trustees approved a student random drug testing program that includes all students, grades 7 -12, participating in interscholastic athletics and other competitive extracurricular activities, as well as any activities or classes that require a student to represent KISD to other districts or the public. Prior to the 2006-07 school year, only student athletes were drug tested. The Board of Trustees and the KISD Administration sincerely believe random drug testing is in the best interests of our students. The primary purpose the random drug testing program is to provide students a valid, logical reason to say no to drugs. In a time when peer pressure may cause a young person to make an unwise decision about drug use, KISD feels a strong obligation to support parents in their efforts to protect their children from drug involvement. Today's children must deal with a level of peer pressure and changing social values that produce a far greater negative influence than you and I may have experienced in our own school years.

It is important that you know the decision to administer student random drug testing was not a result of wide-spread drug use among KISD students. Confirmed incidences of student drug use continued to be extremely low in school years 2015-2016 and 2015-2016, which is a statistic worth noting in a dynamic, mobile community such as ours.

If your child wants to participate in any of the extracurricular activities listed below, you and your child must sign the consent form (*enclosure one*) confirming that you agree to have your child included in the student random drug testing program and return the form to your child's campus at the beginning of next school year. Student athletes will be given an Athletics Handbook that contains a parent consent form. If your child's activity begins during the summer before school starts, the consent form must be returned to the activity sponsor, or if your child is an athlete, to the athletic trainer or coach, before your child may begin a sport or activity's summer practice. If your child is 18 years old, he/she must sign the consent form but a parent/guardian signature is not required. A NEW/UPDATED CONSENT FORM IS REQUIRED FOR EACH SCHOOL YEAR YOUR CHILD IS ENROLLED IN KISD.

High school students in Academic Decathlon, Academic UIL, All Skills USA Classes, Band class (marching, concert, and any other band related groups), Business Professionals of America, Cheerleading, Choir class (all elements), Color Guard (flag corps), DECA Association of Marketing, Drill Team, Family, Career, and Community Leaders of America, FFA, Health Occupations of America, JROTC class, National

Honor Society, One Act Play, Robotics, Student Council, and Technology Student Association.

Middle school students in Academic UIL, Band class (marching, concert, and any other band related groups), Cheerleading, Choir class (all elements), and Pep Squad.

If a consent form is not signed and returned to the appropriate campus representative, your child will not be allowed to participate in athletics or the other listed activities. Families moving to the Killeen area whose children will enroll in KISD for the second semester, or at any other time during the school year, must sign a consent form before their children may participate in activities for which they are eligible.

Should you want more information, copies of the KISD Policy and KISD Administrative Procedure on student random drug testing will be available at your child's campus and at the KISD Administration Building (Office of the Deputy Superintendent) on W.S. Young Drive. You may also view the policy on the KISD website, www.killeenisd.org. Click on the "Parents" button on the left side of the main page. On the next page, click on *Policy OnLine*. Then, enter FNF in the "Enter Policy Code" box. Select Policy FNF (LOCAL).

If you still have questions after reviewing the material, please call the KISD Deputy Superintendent's office at 501-0048 and ask for Tal Anderson.

FREQUENTLY ASKED QUESTIONS CONCERNING STUDENT RANDOM DRUG TESTING

1. QUESTION: Is student drug testing legal?
ANSWER: A United States Supreme Court decision in June 2002 ruled that random testing of students in competitive extracurricular activities did not violate a student's Constitutional rights.
2. QUESTION: Do other school districts have student drug testing programs?
ANSWER: Many other Texas school districts and school systems in other states have student drug testing programs. Temple, Waco, Copperas Cove, Grapevine-Colleyville (Dallas area), and Cypress-Fairbanks ISD (Houston area) are examples of other Texas school districts that have student drug testing programs.
3. QUESTION: Do these districts test students who are in all the extracurricular activities that KISD is including in drug testing?
ANSWER: Each district decides what activities will be included. There is not a standard list of activities that must be included. In the examples

above, Temple and Waco ISD tests only student athletes. The others include the same or most of the same extracurricular activities KISD includes.

4. QUESTION: The Army has a random drug testing program that requires the soldier giving urine samples to be directly observed by another person to ensure the sample is not altered or compromised in any way to avoid a positive test result. Are students directly observed this same way when giving urine samples?

ANSWER: Student drug test procedures do not require nor permit direct observation of the student giving the sample. Individual dignity is preserved to the extent possible. Students are alone in a restroom stall, with the stall door closed, when giving a sample.

5. QUESTION: Are there procedures that keep samples from getting “mixed up” causing a student to show positive on a drug test when it was not his/her sample?

ANSWER: Samples are tightly controlled. A strict chain-of-custody of a sample is required in drug testing. Sample containers are labeled to preclude the likelihood of erroneous identification of test results. When the student completes giving the sample and opens the stall door, a drug testing monitor immediately takes the sample container from the student and seals the container that has the label identifying the student. Samples are then handled only by authorized testing personnel.

6. QUESTION: Who conducts the drug testing?

ANSWER: KISD currently contracts with an alcohol and drug testing company from Waco. This company is trained in all the administrative and legal rules and procedures for conduct of drug testing. Because the expanded program is new, KISD has issued a Request for Proposal (request for bids) that will allow comparison of services and costs from multiple bidders. Thus, a different company may be selected to provide testing starting in school year 2006-07. Bidders must meet very stringent requirements to be considered for selection.

7. QUESTION: Do any KISD employees help conduct drug tests?

ANSWER: A urine specimen (sample) may be collected by a KISD nurse or athletic trainer but this is not a normal procedure. A licensed drug testing organization is responsible for collection of samples.

8. QUESTION: What do the student drug tests identify?

ANSWER: KISD drug testing identifies presence of five items: amphetamines, cocaine metabolites, marijuana metabolites, opiate metabolites, and phencyclidine (commonly called P.C.P).

9. QUESTION: If a student tests positive for drugs in his/her system, are academic grades affected?

ANSWER: No.

10. QUESTION: What happens the first time a student tests positive?

ANSWER: There are two parts to the answer. (a) If it is a student athlete who tests positive, a conference will be held with the student athlete, the student's parents/guardians, the campus athletic coordinator, campus principal, and the athletic trainer. (b) If the student is other than an athlete, that is, participating in one of the other extracurricular activities, the conference will be with the student, the student's parents/guardians, campus principal, activity sponsor, student activities director, and the KISD program administrator. The student will become ineligible for thirty-five (35) school days to participate in any athletics or other activity, practice, or contest, beginning from the date the student athlete or other is first notified of a positive test result. Ineligibility ends on the 36th school day after the date the student athlete (or other) is first notified of the positive test result and has been retested with the results of the test being negative. The District is responsible for any second test conducted.

11. QUESTION: When a student tests positive a second time, what action is taken?

ANSWER: A student who has a second confirmed positive drug test will be suspended from any athletic or other extracurricular activity for the remainder of the student's enrollment in KISD, following the date that the student's parents or guardians are notified about the second positive test result.

12. QUESTION: What happens if a student has only one positive drug test during the student's middle school years and then has a second positive test when the student is in high school?

ANSWER: Middle school students with only one positive test during their middle school years will not have that positive counted against them when they enter high school. The count starts over so that the first time a student has a positive drug test in high school; it is treated as the "first offense".

13. QUESTION: Do some prescription drugs that a student might be taking cause a positive drug test?

ANSWER: A positive drug test result may be caused by some prescription drugs that a student may be taking. If a student is taking some type of prescription drug and tests positive, once the parents or guardians are notified about the positive test, they have five school days following the meeting with district officials who notified them about the positive test to provide the district with a medical explanation for the positive test result.

14. QUESTION: If a student has a positive drug test result, is there some type of consequence or punishment based on the KISD Student Code of Conduct?

ANSWER: While a positive drug test result indicates that a student has induced a prohibited substance into his/her body, that alone is not basis for application of the Student Code of Conduct rules concerning use of drugs, unless the use was recent enough that it is detectable by the student's physical appearance, actions, breath, or speech.

15. QUESTION: Can a student be drug tested without the parent's or guardian's knowledge?

ANSWER: A student will not be included in drug testing if the parent/guardian has not given permission in the form of a KISD consent form. The only exception is for a student who is 18 years old who may agree to be included in testing without parent/guardian consent.

KILLEEN INDEPENDENT SCHOOL DISTRICT STUDENT RANDOM DRUG TESTING CONSENT FORM FOR EXTRACURRICULAR ACTIVITIES OTHER THAN ATHLETICS

The Student Random Drug Testing Policy is available via the Internet. It may be found at the KISD web site (killeenisd.org). Click on Students and Parents; Student Random Drug Testing Policy. If you do not have Internet access, or if you wish to have a hard copy of the Student Random Drug Testing Policy, you can request a copy directly from your student's Campus Drug Testing Coordinator.

TO BE COMPLETED BY THE STUDENT

I understand the KISD policy concerning student random drug testing for school year **2015-2016**. I consent to being included in the group from which students may be randomly selected for drug testing.

Student Name (PRINT) _____ ID# _____

Signature of Student _____ Date _____

TO BE COMPLETED BY THE PARENT/GUARDIAN

I am the parent or guardian of the above named student and understand the KISD policy concerning student random drug testing for school year **2015-2016**. I give consent for my son/daughter to be included the KISD student random drug testing. I further understand that if my child is 18 years old, my consent is not required.

OPTIONAL (Providing the following information about prescriptions is optional)

Parent: If my child is taking a prescription medication on a regular basis, I have checked YES, below.

YES _____ NO _____

18 year old student: If I am taking a prescription medication on a regular basis, I have checked YES, below.

YES _____ NO _____

Signature of parent/guardian or 18 year old student consenting to random drug testing:

Date _____

HIGH SCHOOL STUDENTS: Athletes: This form is to be used only if you have not completed the consent form given to you by your trainer or coach. Return signed form to your trainer. Students in other extracurricular activities: Return signed form to your Campus Drug Testing Coordinator at the beginning of the school year or to your activity sponsor if the activity begins practices in the summer before school starts.

MIDDLE SCHOOL STUDENTS: Athletes: This form is to be used only if you have not completed the consent form given to you by your trainer or coach. Return signed form to your coach. Students in other extracurricular activities: Return signed form to your Campus Drug Testing Coordinator at the beginning of the school year or to your activity sponsor if the activity begins practices in the summer before school starts.

STEM Laboratory and Construction Safety Contract

Laboratory practices are essential for the mastery of design principles. When using the lab or during construction, students will be completing activities that may require the use of hazardous materials and equipment. Every student has a right to be in a safe and productive learning environment. Prior to conducting any construction or lab work, the attached agreement must be signed by both student and parent/guardian and on file with the STEM office.

A. Behavior in the STEM Labs and classrooms

1. By entering the STEM lab students agree to follow all directions from the STEM instructor.
2. Students should read all procedures thoroughly and complete any necessary pre-lab work before beginning any activity.
3. Students are not to touch equipment until given proper instructions and permission by STEM instructor.
4. Students must conduct themselves in a responsible manner at all times in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
5. Students should observe good housekeeping practices. Work areas shall always be kept clear of books and backpacks. Work areas shall be cleaned before exiting the lab and tools returned to secure location.
6. Students shall not to put feet on chairs or sit on lab tables and benches in the lab or pit areas.
7. Unauthorized experiments and use of machinery is not permitted.
8. Food, drink, cosmetics, and gum are not allowed in the STEM lab or pit Areas.
9. Safety glasses must be worn at all times in the Lab and pit areas.
10. Students wearing short skirts, shorts, sandals, and/or open-toed shoes may be restricted from construction or lab work. Wearing a lab coat is encouraged when wearing shorts, skirts. No backpacks or name tags should be hanging on your neck when using heavy machinery while in the lab.
11. Keep your hands away from your face during construction or lab work.
12. When working with heavy machinery, long hair must be tied back and loose clothing must be secured.

B. Laboratory Safety Equipment

1. Students will wear splash-proof safety goggles provided by the school while engaged in certain activities, and as required by the State of Texas, students participating in construction, lab work involving caustic or explosive chemicals or hot liquids or solids, use of machinery, wiring, and construction of materials shall be required to wear quality eye protection devices.
2. Laboratory aprons and gloves must be worn as directed by the instructor.
3. Each laboratory is equipped with specialized safety equipment for use in general and emergency situations. Students are responsible for knowing the location, function, and safe operation of each. A Complete machinery safety manual can be found on the STEM website. Students will not be allowed to use equipment until they complete the required training with the STEM instructor. As students complete the required training they will receive sign off on a safety driver's license card.

STEM Laboratory and Construction
Safety Contract (Cont.)

Fire Extinguisher: CO₂ or dry chemical propellant tanks used for extinguishing laboratory fires.

Fire Blanket: A dense, non-flammable material used to smother fires on hair or clothing.

Eye Wash: A steady stream of water provided to rinse the eyes, nose, or mouth of chemical spill.

C. Emergency Procedures

1. Whenever an injury or accident occurs, it must be immediately reported to the instructor.
2. If a chemical should splash on the skin, immediately flush the area with running water and notify instructor.
3. Should a laboratory emergency arise, students are to stop working, and wait quietly until given further direction by the instructor.

D. Equipment Usage

1. Students will be held financially responsible for breakage of glassware or equipment occurring from negligence.
2. Students should report any broken or non-functional equipment to the instructor immediately.
3. Students should never handle broken glassware with bare hands. Broken pieces should be swept up using a broom and dustpan and placed in designated broken glass container.

E. Handling Chemicals and Biological Materials

1. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
2. Check the label on chemical bottles carefully before removing any of the contents. Alert the instructor of any unlabeled container.
3. Students are to dispose of all used materials according to the instructions of the instructor. Solid waste materials (glass, metal pieces, rocks, etc) should not be placed in the sinks. Chemical waste will typically need to be treated and neutralized before disposal.
4. Sharp objects such as scalpels should be handled with the utmost care. Students should be aware of the sharp edge and cut in a direction away from the body.

F. Heating Devices

1. Students should exercise extreme caution when using heating devices. Take care that hair, clothing, and hands are at a safe distance from the heat or flame at all times. Safe operation of heating elements will be discussed, demonstrated, and practiced.
2. Students should exercise care when using an electric heating device, such as a hot plate, solder iron, hot gun, and poly cord attachment. Do not use if you detect any frayed cords or loose connections.
3. A heat source should never be left unattended.
 4. Students should point any substances being heated away from people.

STEM Laboratory and Construction
Safety Contract (Cont.)

5. Heated metals and glass remain very hot for a long time. You cannot always tell when these materials are hot. Handle with caution.

It is the student's responsibility to come to lab prepared, focused, and ready to work. The instructor reserves the right to remove any student from the laboratory as a response to recklessness or lack of adequate pre-lab preparation.

These laboratory safety guidelines are designed to create a safe environment in which exploration can occur. Each student should feel safe and comfortable in the lab and confident of his/her abilities to safely handle lab materials and equipment. Every school instructor has the right to supplement these laboratory rules as appropriate to ensure the safety of all students under their instruction.

Student

Name: _____

Student's signature _____

Parent's / Guardians signature _____

Student Agreement

I have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety and that of my fellow students and instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part may result in removal from the laboratory, a grade penalty for the lab activity, parent conference, and/or administrative referral.

Student Signature

Parent or Guardian

Shall be aware of the safety instructions your son or daughter will receive before engaging in any construction or lab work. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the instructor. Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your son or daughter in the science laboratory, and will instruct your son or daughter to uphold his or her agreement to follow these rules and procedures in the laboratory. As your child's instructor, I welcome your comments and questions.

Parent/Guardian Signature

Date: 2015 - 2016 School Year

SHOEMAKER STEM Trip Permission Form

As Parent/ Guardian, I give permission for

Student Name _____
to travel with STEM on all school-approved functions for the 2015-2016 school year.

Times of departure and approximate times for return will be provided in advance of the event. For most event transportation to school before the event and from the school after the event will be the responsibility of the student or parent/guardian. Estimated departure and return times will be provided. Parents/guardians will not hold responsible the school or sponsors for adjustments in scheduling or for any inconveniencies such adjustments may cause. Parents and guardians agree to pick up students within 30 minutes of our return to Shoemaker after an event.

All students must travel on the bus to the event when available, and remain with the group for the entire time of the event. In certain circumstances, permission may be given in advance for a student to leave early or arrive late at an event. Students will be allowed to travel to and/or from an event with a parent/guardian as long as prior written approval is on file with the STEM office. Release forms are available on the web site and from the STEM Office. A separate form must be filed for each occurrence. Under no circumstances will a student be released from any STEM related event to ride home with a boyfriend, girlfriend or any driver without a signed approval from parent in advance.

In the event of injury or illness I grant full permission to the trip sponsors to take all necessary and prudent action to provide care and assistance to my child, including calling an ambulance if necessary, and I will assume full responsibility for any and all services provided in the best interest of my child. I will not hold responsible the trip sponsor, STEM or Killeen Independent School District for any accident, injury or death that may result while my child is with STEM.

I will assume full responsibility for my child's behavior while with STEM. My child will follow all school and organization rules, and will behave in an appropriate manner at all times. Students who participate in illegal or inappropriate activities while with STEM will be sent home from the event, if determined by administration. In that case, I will pick up my child immediately and will not hold the sponsors, organization or Killeen ISD responsible for any inconvenience this may cause.

Name of parent/guardian _____

Signature of parent /guardian

Primary emergency name and phone number

In an effort to provide privacy please email Dr. Melendez at Sandra.melendez@killeenisd.org with any medical conditions such as food allergies, medications or situations that may require accommodations during this school year.

PUBLIC INFORMATION OFFICE

PERMISSION TO PHOTOGRAPH, VIDEOTAPE, AND INTERVIEW STUDENTS BY KISD-TV, PRINT AND ELECTRONIC MEDIA, VIDEO PRODUCTION COMPANIES AND THE USE OF IMAGES ON THE KISD WEBSITE.

Dear Parents/Guardians,

Many opportunities will arise during the course of the school year to showcase the talents and accomplishments of students. Our district is blessed to have a number of outlets including local newspapers and television stations, our own district-operated cable TV channel, publications and the Internet, which showcases our district and campuses worldwide, and a secure intranet

for district employees. Of course, our wish is that all students and their work could be highlighted but we understand that parents might have reservations about their children appearing on some of the media available to us. Requests can vary from a photo only to being videotaped and interviewed.

With prior parental permission only, our district television station and other media like to mention the name of students who appear on shows that air and are published in newspapers and magazines. Some of district publications mention students by name, as well.

Please circle one of the following choices:

I DO

DO NOT

grant permission for still photos, videotape or interviews with my child to be used by the Killeen Independent School District for publications, newspaper and television news (local and national) stories and on the internet website.

I am the parent/guardian of _____ and agree to indemnify and hold harmless the Killeen Independent School District, its agent, trustees, employees and volunteers from any and all damages, injuries, or causes of action, which may result from the photography of my child or the publication thereof.

Parent Signature _____

Date Signed _____

Student Name _____

Grade _____