Lewisville School *of* Science & Technology℠

2026-2027

Grades 7-12

Campus Handbook Supplement

Lewisville School of Science and Technology
ResponsiveEd Campus Handbook Supplement
Table of Contents

CAMPUS HANDBOOK Acknowledgment Form
- ResponsiveEd Mission
- School Calendar
- School Address

Standards for Student Conduct
- Warnings, Referrals, and Other Discipline Actions

Cougar PRIDE
Faculty & Staff
Campus Communication
Attendance
- Attendance Policy
- Required Documentation of Absence

Chromebooks and Technology
Cell Phones and Other Electronic Devices
Student Activity Fees
Additional Student Fees
Athletics
- Athletic Participation Fees
- Discipline and Conduct
- Parent and Spectator Guidelines

Team Sports Substitution for PE Credit
External PE Application & Agreement
Dress Code / Uniform Code
Drop Off & Dismissal Procedures
Flexible School Day Option
Academics
- Academic Dishonesty
- Grade Weighting

Accredited Summer School Options
Testing Policies
Dual Credit
Food Policies
Student Code of Conduct
Additional School Policies & Procedures

Notice

This Campus Handbook is a supplement that provides clarifications and gives further details regarding campus specific policies and procedures where such things are left to the campus administration. In the case of any needed clarification or contradiction, this supplement will always defer to the Quest Collegiate Academies Parent/Student Handbook.

Lewisville School of Science & Technology
Campus Handbook Acknowledgment Form
2026 - 2027

This document, including linked district level documents, outline the policies and procedures to promote an academic, safe, and orderly school environment. Parental and guardian support in cooperation with school faculty and staff will help provide students with the best possible learning environment. It is important for all students to be aware of the school's expectations and that each parent encourages their student to follow the academic and behavioral standards outlined in the Campus Handbook Supplement as well as the Quest Collegiate Academies Parent/Student Handbook. Your signature is requested to acknowledge receipt of the campus handbook and your commitment to abide by the provisions contained herein.

Students are still responsible for following the policies herein even if a signed acknowledgement is not returned.

_____

Student Name

_____

Student Signature

_____

Parent Name

_____ _____

Parent Signature Date

Please sign this page and return it to the campus front office.

ResponsiveEd Mission

Our mission is to provide HOPE for students through educational options that promote a free society and cultivate moral and academic excellence.

Lewisville School of Science and Technology Vision

The vision of Lewisville School of Science and Technology is to inspire and equip students through rigorous curriculum and a collaborative educational environment to become the problem solvers of tomorrow; thereby, fostering their ability to innovate and create positive change in the world.

School Calendar

2026 - 2027 Lewisville School of Science and Technology Campus Calendar

Formal School Day

Monday - Friday 8:00 AM - 3:20 PM

Optional Tutorials, Club Meetings, and Extracurricular Activities
Monday - Friday
7:30 AM - 8:00 AM
and/or
3:20 PM - 4:00 PM

Early Release Days

8:00 AM - 12:05 PM

Block Schedule

Daily Schedule of Classes
A/B Friday Rotation

Office Phone

972-829-4492

School Address

1800 Lakeway Drive, Suite 100
Lewisville, TX 75057

Campus Website: Lewisville School of Science and Technology Homepage
Facebook Page: Lewisville School of Science and Technology - Home | Facebook

Standards for Student Conduct

Quest Collegiate Academies Parent/Student Handbook
(See Section IV for Student Code of Conduct)

The purpose of discipline is training and instruction to produce exemplary citizens in our world. To develop students into self-governing, responsible citizens who choose to live virtuously, a system of discipline and accountability must be in place. Students will be held accountable for their actions and provided opportunities to reflect on their decisions and the consequences of their choices.

The expectation at Lewisville School of Science and Technology is students will act according to specific standards:

1. that promote learning,
2. where good citizenship is integrated into and evident in the school culture and
3. where behavior is aligned with honor, respect, service, excellence, and perseverance.

Though not exhaustive, the following list outlines some basic rules and standards for students:

1. attend all classes daily and on time
2. be prepared for each class (taking appropriate materials and assignments to class)
3. meet school standards of grooming and dress
4. exhibit an attitude of respect and courtesy towards individuals and property, and conduct themselves in a responsible manner
5. refrain from making profane, insulting, threatening, or inflammatory remarks
6. obey all school and classroom rules; this includes but is not limited to cheating and disruptive behavior
7. seek changes in school policies and regulations in an orderly and responsible manner through approved channels
8. respect the rights and privileges of students, teachers, other staff, and volunteers
9. cooperate with and assist the school staff in maintaining safety, order, and discipline
10. adhere to the requirements of the Quest Collegiate Academies Parent/Student Handbook

Order of Disciplinary Action

1. Classroom warning
2. Parent phone call and classroom consequence (i.e., detention, mandatory tutoring, etc.)
3. Referral to administration and admin consequence (Refer to Section IV of the Quest Collegiate Academies Parent/Student Handbook)

Depending on the seriousness of the infraction, the school reserves the right to elevate the disciplinary action without giving a warning, or detention first.

When disciplining a student, we will consider age, frequency, the seriousness of the infraction, the student's attitude, and the effect the wrong choice has/had on others.

Warnings, Referrals, and Other Discipline Actions

A warning is used to give students a first "official" notice while documenting and tracking repeated poor behavior choices. It also provides a simple and consistent means of communicating student behavior choices to parents.

A warning may be given for any violation of a school rule:

- any of the general violations of the student code of conduct,
- dress code violations,
- tardiness to class,
- unpreparedness for class,
- failure to comply with teacher instructions,
- the violations outlined in the Skyward notification, etc.

Detentions

Monday through Friday

We embrace students and prefer to encourage and focus on positive decisions and behaviors; however, detention is a consequence of an action, not a reflection of how we view the student. Students will be notified when they are scheduled to serve a detention. The number of days a student must serve depends on the offense and frequency. This determination will be made by the Dean of Students.

Students are expected to arrive on time to detention. It is not the responsibility of any staff member to find the student or remind them about detention. If a student is late to detention, it is up to the teacher or the Dean of Students to decide if that detention will count or if they will be required to serve additional days. Failure to serve detention will result in additional days of detention or ISS and a parent conference.

If a student leaves early, they will need to serve another detention to make up any time missed.

Cougar PRIDE

Positive Relationships

Cougars will establish and maintain high-quality positive relationships with each other as they foster a supportive and inclusive learning environment. Such relationships promote student engagement, motivation, and overall well-being, leading to improved academic performance and a greater sense of belonging, ultimately enhancing their educational experience and future success.

Refuse Excuses

Cougars will eliminate excuses in an educational setting as it encourages students to take ownership of their learning journey and assume responsibility for their academic progress. By removing the habit of making excuses, students develop a growth mindset, become self-motivated, and embrace the idea that they have the power to overcome challenges and achieve their educational goals through hard work and perseverance.

Increase Expectations

Cougars will create and maintain high expectations for their education as it drives them to strive for excellence and unlock their full potential. Setting ambitious goals and holding themselves accountable fosters a growth mindset, perseverance, and a commitment to continuous learning, empowering them to achieve academic success and develop valuable skills necessary for their future endeavors.

Define Goals

Cougars will establish identifiable short-term and long-term goals for this is essential for students' educational success as it provides them with direction and purpose in their academic journey. Setting goals helps students stay focused, motivated, and accountable, enabling them to track their progress and make necessary adjustments along their educational journey. By defining their aspirations, students can better prioritize their efforts, make informed decisions, and work towards achieving meaningful milestones, ultimately shaping their academic achievements and future opportunities.

Enjoy Successes

Cougars will celebrate their daily and long-term successes in their educational journey as it reinforces their self-esteem and confidence. Recognizing and celebrating achievements, no matter how small, boosts their motivation, encourages a growth mindset, and fosters a positive attitude towards learning, creating a cycle of continued success and perseverance.

Faculty & Staff

Administration & Front Office Team

Name	Title	Email
Emily Virnoche	*Campus Director*	evirnoche@responsiveedtx.com
Jennifer Vicks	*Dean of Students*	jvicks@responsiveedtx.com
Indira Coleman	*Success Coach*	imcoleman@responsiveedtx.com
Prada Brooks	*Campus Secretary*	pbrooks@responsiveedtx.com

Instructional Support Staff

Lisa Vogt	*Special Education Teacher*	lvogt@responsiveedtx.com
James Bledsoe	*Special Education Paraprofessional*	jbledsoe@responsiveedtx.com
Carolin Thompson	*Special Education Paraprofessional*	cthompson@responsiveedtx.com

Junior High Teachers*

Nicole Chisholm	*7th / 8th Grade Math*	dchisholm@responsiveedtx.com
Lavang Vu	*7th / 8th Grade RLA, English III*	lvu@responsiveedtx.com
Amy Brooks	*7th / 8th Grade Social Studies & PE*	abrooks@responsiveedtx.com
Joshua Pickle	*7th / 8th Grade Science, Chemistry, Physics*	jpickle@responsiveedtx.com

*all junior high teachers also teach various high school and junior high electives

High School Teachers

Leticia Montenegro	*Spanish I, II, III, & IV*	lmontenegro@responsiveedtx.com
Amir Natan	*Computer Science*	anatan@responsiveedtx.com
Mike Gunn	*High School Social Studies*	mgunn@responsiveedtx.com
Beth Maynard	*BioMedical Sciences*	bmaynard@responsiveedtx.com
Mark Stauffer	*Engineering*	mstauffer@responsiveedtx.com
Erin Wimberley	*High School Science & PAL*	ewimberley@responsiveedtx.com
Jill Wirz	*English I, II, & IV*	jwirz@responsiveedtx.com
Yasar Yildirim	*High School Math*	yayildirim@responsiveedtx.com

Campus Communication

Communication Platforms

Skyward: Our primary communication application between parents and teachers or students and teachers is Skyward. This is also where you will find assignments, due dates, and grades. It is essential that parents and students check Skyward daily. If you are new to Lewisville School of Science and Technology, you will receive your login information with your Orientation Packet and beginning of the year forms. If you do not receive login information, or have any trouble with logging in, please use one of the following resources for assistance:

- contact Mrs. Coleman (imcoleman@responsiveedtx.com)
- visit the Skyward Parent Hub
- call the technology service desk 972.316.4546

ParentSquare: ParentSquare is a communication system used to communicate important information from the district and campus. For help with your Parent Square account please see this job aid.

It is of utmost importance that all families become engaged on Skyward for Parent/Teacher communications, grades, and important forms. Additionally, families must create a Parent Square account to receive vital emergency notifications and announcements.

Academic or Behavior Concerns

If you ever have any academic or behavior concerns, please follow established procedure for contact:

- First contact: Classroom Teacher
- Second contact (if you cannot come to resolution with teacher):
    - Academic concerns: Indira Coleman
    - Discipline concerns: Jennifer Vicks
- Third contact (if you cannot come to resolution with the above):
    - Campus Director, Emily Virnoche

Attendance

Attendance Policy

(see Attendance Policy in Section I of the Quest Collegiate Academies Parent/Student Handbook)
Regular school attendance is essential for students to make the most of their education: to benefit from teacher-supervised activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Attendance will be taken at the beginning of each class period for course credit. Official state attendance will be taken at 9:50 each school day.

By law in the state of Texas, to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90 percent of the days the class is offered may not receive course credit.

Tardy Policy

Being on time to class is important for learning and for building good habits. To help students succeed, we have set the following guidelines:

- Students will be marked absent if they miss more than 10% of a class period. (Since class periods are about 120 minutes, missing more than 12 minutes of class will count as an absence.)
- Persistent tardiness is defined as four (4) or more tardies within a nine-week grading period. Tardies are counted across all classes and reset at the end of each nine weeks.

Consequences for tardies:

- 4th–7th tardy: The student will be assigned detention to make up for time missed. *Detentions do not appear on a student's permanent school record.* If a student does not attend detention, they will receive one day of in-school suspension (ISS).
- 8th tardy and beyond: The student will receive ISS. *ISS does become part of the student's permanent school record.*

Leaving Campus During the School Day

A student who will need to leave campus during their scheduled school day must submit a note (or email from the parent/guardian) to the school office from their parent which provides the following information:

1. Student's name
2. Reason for student's need to leave campus
3. Time student will need to be gone from campus
4. Phone number where parent may be reached to confirm parent's permission
5. Parent's name
6. Parent's signature (unless from the parent email matching the email address on the official student record)

No student will be permitted to leave campus before the school office confirms with the student's parent by phone. If a student leaves campus without a parent's note, this will be considered "Skipping/Not Attending Class" and the student will be assigned a day of ISS or other appropriate consequence.

Doctor Appointments

Doctor appointments need to be scheduled before and after school when possible. Please notify the school office in writing if you are picking up your student early for medical appointments. Students must be signed out at the front office when leaving during the school day for medical appointments.

Planned Absences

Planned absences must be arranged ahead of time with the teacher and front office staff. Please allow a week's notice so our teachers can have time to prepare assignments for the student. All work is expected to be completed according to the "Make-up Work Policy" outlined later in this document.

Required Documentation of Absence

Upon returning to school, the student must bring a note to the school office, signed by the parent, which describes the reason for the absence. In order to excuse the absence, the note must:

- be submitted to the school office within three school days of the student's return to school, and
- describe an acceptable reason for the absence as provided by the ResponsiveEd Handbook
- Students who need to leave early for appointments or illness (see below) must sign out through the attendance office or nurse's office. *Students cannot email or call/text home and leave campus without following sign out procedures.*

Sickness / Illness

To help maintain a healthy school environment, students who have experienced a fever or vomiting MUST remain at home and may ONLY return to school after being symptom-free for 24 hours.
Please do not send your student to school if you suspect they are ill (running fever, vomiting, etc.) If a student becomes ill during the school day, they should report to their teacher, who in turn will report it to the nurse. The nurse will determine if the student will be sent home. If a student has a fever, parent(s) will be called and asked to pick the student up immediately.

If a student is absent for 3 or more consecutive days, a doctor's note is required when returning to school. Failure to provide a doctor's note will subject the student to unexcused absences. Any work missed during the absence(s) will need to be completed in accordance with our make-up work policy. If work is not completed and turned into the teacher by the extended period of time, our late work policy will apply (see Late Work policies under Academics).

Chromebooks and Technology

Chromebooks

All students will be assigned a Chromebook to use for assigned school work. The Chromebook will be assigned to the student for the entirety of the current school year. The student will be responsible for the assigned device (see linked agreement). All students AND parents are expected to sign the STUDENT CHROMEBOOK CHECKOUT AGREEMENT and return to the Front Office to keep on file. Using an unapproved Chromebook, personal laptop, or tablet, is a disciplinary infraction and will be handled according to the Student Code of Conduct.

Dual credit students may be permitted to use a school assigned dual credit laptop (not a Chromebook) if dual credit course requirements cannot be satisfied on a Chromebook. Students and parents are expected to sign the Student Laptop Checkout Agreement. Usage of a dual credit laptop will be determined by enrollment in a dual credit course.

Loss or Damage to School Equipment

Acknowledging Texas Education Code Section 31.104, a student who acts in bad faith to damage, steal, misplace or purposely not return the equipment and/or accessories will be liable for the purchase price value of the equipment and/or accessories as of the date of loss.

If the device is stolen on premises of a ResponsiveEd designated property, then the student must immediately report it to the front office so ResponsiveEd can obtain a Police Report to provide a copy to the Asset Management Division of Information Services.

If the device is stolen off campus, then the Student must file a Police Report and provide the ResponsiveEd Asset Services Division of Information Services a copy of the Police Report entered by the Student no later than two (2) school days after the loss was determined. The student is responsible for the reasonable cost of repair or replacement of damaged, lost, or stolen devices.

Cell Phones and Other Electronic Devices

Per House Bill 1481, students are prohibited from using any telecommunication devices, including cell phones, personal laptops, tablets, or other electronic devices (including but not limited to smart watches and airpods/wireless headphones) within the educational setting, in the cafeteria, or in a campus restroom. Each student shall power off all personal communication devices and ensure their personal communication device(s) remains unused by securing the device(s) in the student's backpack for the entirety of the school day. Students should not hold/have a device in their hands or pockets at any time during the school day.

Any devices that are seen, heard, or are on a student's person at any time during the school day will be confiscated.

ANY STUDENT REFUSING TO GIVE the device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Cell Phone Infractions

Disciplinary measures for violations of use of personal communication devices shall be as follows:

1. First Offense/Confiscation: The device shall be confiscated and may be picked up by the student or parent no earlier than the end of the school day. The student's parent or guardian will be notified. The student may be assigned a Level 1 Offense and Consequence.

2. Second Offense/Confiscation: The device shall be confiscated and may be picked up by the student or parent no earlier than the end of the school day. The student's parent or guardian will be notified and the school may require a meeting with the parent or guardian before allowing retrieval of the device. The student shall be assigned a Level II Offense and Consequence.

3. Third and Subsequent Offense/Confiscations: The device may be picked up by the student or parent no earlier than the end of the school day. The parent or guardian will be notified and the school may require a meeting with the parent or guardian before allowing retrieval of the device. The student shall be assigned a Level III Offense and Consequence.

If a personal communication device is not retrieved by a parent or guardian within two weeks of the school sending notice, the school shall send a second notice that specifies that the

school will dispose of the device if not retrieved within 90 days of the second notice. The school may dispose of the device if not retrieved within 90 days of sending a second notice to the student's parent or guardian.

School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be asked to unlock the device at the request of a school administrator, and a parent/guardian will be notified of this request.

Lost, Stolen, or Damaged Devices

Each user is responsible for their own electronic devices and should use them responsibly and appropriately. Lewisville School of Science and Technology takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. Students have the final responsibility for securing their personal devices.

Student Activity Fees

All students are required to pay a fee if they take certain courses or participate in certain clubs/activities. All fees must be paid through Skyward at the beginning of the school year, no later than 6 weeks from the start of the school year or date of enrollment for late enrollments. If you need assistance making payments through Skyward, please use this job aid; if you need additional assistance, please call the front office.

Student Club Fee: $10.00

Used for club materials (books, board games, etc.) and travel fees for club field trips

Specific Course or Membership Fees

P.E. Equipment Fee: $10.00

Used to clean and replace equipment used for physical education courses. Charged to all students enrolled in a P.E. course.

National Honor Society Membership (NHS): $10.00

Used to pay membership dues to national organization, induction ceremony, and NHS graduation regalia.

Athletic Fees

Fees are determined on a sport by sport basis depending on the number of games for the season. These fees cover the cost of uniforms, equipment, facility rentals and officials along with our cost to participate in the league.

Field Trips & Senior Events

Some events (including field trips and senior events) may require additional fees to cover the cost of admission, transportation, meals, etc. Fees will vary by event. Advanced notification and payment will be required before participation.

Additional Student Fees

Basic curriculum will be provided for the student at no charge; however, if curricula is misplaced, missing, or damaged the parents are monetarily responsible for the replacement.

Paper Knowledge Units	$8
Chromebooks	$300
Chargers	$25
Textbooks	$50

Technology and curricula issued to students and not returned at the end of the year must be replaced or paid for by the parent before the student's grades are released.

All other supplies needed for school will be at the expense of the parent. We respect that many families live on a budget, so we will try to keep costs limited.

Athletics

Participation in extracurricular activities at Lewisville School of Science and Technology is a privilege and an important part of student development. These activities support the school's mission by fostering virtue, building school spirit, developing leadership, and strengthening peer relationships. All students are encouraged to participate in clubs, performance groups, and athletic teams.

Only full-time enrolled and FLEX students may participate in school-sponsored extracurricular activities. Each club or team will have specific entrance requirements and guidelines that students must meet and follow in order to remain in good standing

Available Sports Offerings

Lewisville School of Science and Technology will offer the following athletic opportunities, with additional sports added based on interest. Students may participate on multiple teams, as scheduling allows. Please note that teams may be canceled if minimum participation is not met.

Boys Sports:

- Flag Football
- Basketball
- Soccer

Girls Sports:

- Volleyball
- Basketball
- Soccer

Athletic Participation Fees

Lewisville School of Science and Technology's athletic programs are self-funded, and participation fees are necessary to support the operation of each sport. Fees cover uniforms, league dues, equipment, referees, and facility usage.

- Fees range from $175 to $250 per player, depending on the sport and season length.
- Fees must be paid before the first regular season game.
- No refunds will be given after the first game if a student withdraws or becomes ineligible.

Parents should also be aware that small admission fees may be charged at both home and away contests.

Practice and Game Expectations

- Practices may take place before or after school hours.
- Games may occur on weeknights and weekends.
- Transportation to and from practices and games is the responsibility of the parent unless otherwise specified by the coach.

Required Athletic Forms

All student athletes must complete and submit the required forms before participating in practices or games.

Digital Forms (available in Skyward Family Access):

- Permission slips
- Insurance documentation
- Any other form required for the particular sport

Paper Forms:

- Athletic Physical Evaluation Form
- Concussion Management Protocol Return to Play Form

All documentation must be submitted and approved before participation is permitted.

Academic Eligibility

SciTech enforces the "No Pass, No Play" rule in accordance with league and district policies:

- A student who receives a grade below 70 in any academic subject at the end of a grading period will be ineligible for games for a minimum of four weeks.

- Eligibility may be regained after four weeks if the student is passing all classes at the time of the progress report.
- Students may continue to practice while ineligible but may not participate in games or competitions.

Discipline and Conduct

Students participating in extracurricular activities are expected to uphold the same behavioral standards as during the academic day.

- Any student suspended from school will also be suspended from extracurricular activities for the duration of the school suspension.
- Additional consequences, including removal from a team or activity, may be applied depending on the severity of the infraction and at the discretion of school leadership.
- Students must comply with any additional expectations provided by coaches or club sponsors.

Parent and Spectator Guidelines

SciTech values parent support and encourages family involvement in extracurricular programs. Parent participation helps ensure a positive experience for all students involved. Parents and spectators are expected to model respectful behavior at all events.

- Refrain from approaching coaches, sponsors, or officials with complaints during or immediately after events.
- If a concern arises, schedule a meeting with the coach or sponsor. If unresolved, contact the administration (for non-athletic concerns) or the athletic coordinator (for athletic concerns).
- Volunteers may be asked to assist with tasks such as ticket collection, concessions, clock operations, setup, and cleanup at events

Team Sports Substitution for PE Credit Application & Agreement

How to qualify for Team Sports Substitution for PE Credit:

- On campus team sports participation (High School Students Only)

Contract Requirements for Team Sports Substitution for PE Credit:

- On a current roster for a school team
- Must stay on team for the entire season
- Attend practices and games
- Attend mandatory health seminars
    - Students will be notified of specific dates and times. Seminars are required each semester and are held on campus.
- Approval by Campus and/or District Administration

Upon completion the student will receive ½ credit for each sport completed.

My signature indicates that I have received the Team Sports Substitution for PE Credit contract and agree to abide by all terms stated above. I understand that any violation of this contract may result in the loss of earning a PE credit through Team Sports. My signature further indicates that I understand that the School Administration may at any time revoke my right to earn a PE credit through Team Sports Substitution as it is a privilege, not a right, on our campus.

_____ _____ _____

Print Parent/Guardian Name Parent/ Guardian Signature Date

_____ _____ _____

Print Student Name Student Signature Date

_____

Student Grade Level (High School Students Only)

_____

Campus and/or District Administrator (Signature for approval)

_____

Campus Registrar (Signature verifies credit added to transcript)

External PE Application & Agreement

How to qualify for External PE:

- Must participate in a sport or activity not offered by the campus and approved by the district and/or campus leadership
- Student must be in grades 9, 10, 11, or 12, to earn external PE credit

Contract Requirements for External PE:

- Requires a minimum of 120 minutes per week with the coach's signature on the Physical Activity Log
- Physical Activity Log needs to be turned in every three weeks to the campus designee
- External PE Contract must be complete and submitted to campus administration before activity logs can be completed

My signature indicates that I have received the External PE contract and agree to abide by all terms stated above. I understand that any violation of this contract may result in the loss of External PE. My signature further indicates that I understand that the School Administration may at any time revoke my participation in External PE for credit as it is a privilege, not a right, on our campus.

_____ _____ _____

Print Parent/Guardian Name Parent/ Guardian Signature Date

_____ _____ _____

Print Student Name Student Signature Date

_____

List the activity the student will earn credit for participating in here.

_____

Student Grade Level (High School Students Only)

_____

Campus and/or District Administrator (Signature for approval)

Dress Code / Uniform Code

Lewisville School of Science and Technology requires students to wear business casual style uniforms to help promote an academic school culture. Our uniform policy is part of a larger effort to maintain high academic and ethical standards and to remind our student body that we are engaged in important work on campus as a school community.

Uniform compliance is expected during school hours and while on campus after school, unless students are changing for a school athletic or pre-approved event. Uniforms are also required for field trips, unless otherwise specified by school leadership.

Uniform Expectations by Day

Monday–Thursday

- Students must wear a collared, solid colored polo shirt in white, gray, navy, or black.
- Shirts may be:
    - Official Sci-Tech logo polos from Kris Tees or Lands' End
    - Plain polos (without a logo)
    - Polo style shirts with other logos (logo may NOT exceed the size of a quarter)
- No other shirts are permitted during the Monday–Thursday school week.
- Shirts must be worn with appropriate uniform bottoms.

Fridays – Spirit Day Guidelines

Fridays are designated as Spirit Day. Students may dress in spirit wear, following the guidelines below:

- Jeans:
    - No holes, slits, frays, decorations, or embellishments
    - No skinny jeans, baggy jeans, jeggings, joggers, or capris

- Tops:
    - Any approved spirit-wear t-shirt or any solid colored t-shirt that is white, gray, navy, or black.
    - Includes t-shirts for extra-curricular activities, sports, or regular uniform shirts

- Other Notes:
    - There may be additional pre-approved days when spirit wear is allowed
    - If a student chooses not to wear spirit wear, they must be in full regular uniform

Where to Purchase Official Uniform Shirts

Kris Tee's Land's End

Uniform Bottoms Guidelines

Approved Bottoms

- Pants or Shorts:
  - Must be classic or traditional cut slacks or shorts
  - Colors: Khaki, Navy, or Black
  - Must be uniform style and not athletic or fashion alternatives
- Skirts or Skorts:
  - Colors: Khaki, Navy, or Black
  - Must be worn at or below the knee

The following styles are not allowed as uniform bottoms for any student:

- Athletic shorts or sweatpants
- Skinny pants or joggers
- Cargo pants or shorts
- Legging-style pants or jeggings
- Capris or cropped pants
- High-water pants
- Khaki jeans or denim-style khakis
- Carpenter pants/pants with side pockets

Fit & Appearance Requirements

- Shorts:
  - Must reach just above the knee
  - May not be excessively tight or loose fitting
- All Bottoms (Pants, Skirts, Skorts, Shorts):
  - Must be worn at the waist
  - No boxers or undergarments may be visible at any time, including during athletic practices or games
  - Waistlines may not be rolled up

Shoes

- Must be closed-toe, closed-heel with a sole (walking, athletic, or dress-style)
- Not allowed:
  - Flip-flops
  - Crocs
  - Sandals
  - Moccasins
  - House shoes
  - Slides
  - Slippers

Outerwear

- Students may wear:
    - Jackets, sweaters, or sweatshirts (no hoodies or hooded jackets) with SciTech logo from Kris Tees or Lands' End in solid gray, white, black or navy
    - Plain jackets, sweaters, or sweatshirts (no hoodies or hooded jackets) with no logo or a logo that does not exceed the size of a quarter in solid gray, white, black or navy are also allowed
    - Traditional blazers in white, black, grey, or navy are permitted

Outerwear Requirements:

- Must be worn over a collared school uniform shirt in white, gray, navy, or black
- Hoodies/hooded jackets, trench coats, and dusters are not allowed

Further Specifications

- Startling, unusual, or immodest attire is not permitted
- Hair must be clean and well-groomed
- The following items are not allowed:
    - Hats, bandanas, sweatbands, or head coverings (unless approved)
    - Hooded shirts or hooded sweatshirts
    - Grills or temporary dental decorations
    - Chains, handcuffs, or any accessories suggesting weaponry
    - Blankets, snuggies, stuffed animals, or any other similar item

Dress Code Compliance

- If you are unsure whether an item meets dress code, please bring it to the school office for review before wearing.
- The school reserves the right to check the length of all students' shorts and skirts at any time.
- If a student is found to be out of compliance:
    - A parent will be called to bring a change of uniform clothing to school
    - The student will wait in the ISS room until appropriate clothing arrives

If a student's dress or grooming is inappropriate or objectionable under these provisions, faculty or staff shall request the student to make appropriate corrections. If the student is unable to meet the dress code or refuses to make the necessary corrections, administrative staff shall notify the student's parent and request that the parent make the necessary correction. In School Suspension may be assigned should the student not comply with our dress code policy. Appropriate disciplinary procedures shall be followed, including removal from school until the student is in compliance with

the dress code. Decisions of the Dean of Students or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Drop Off & Dismissal Procedures

Car Line / Pick-up and Drop-off Procedures

Students will be dropped off each morning no earlier than 7:30 AM and must be picked up no later than 4:00 PM. Students will not be allowed to congregate on school grounds outside of these hours as faculty and staff are not available to supervise students before 7:30 AM or after 4:00 PM.

Student Drop Off - Students will be dropped off between 7:30 - 7:55 behind the school (see map). After 7:55 AM students must use the front entrance.

Student Pick-up - Students will be picked up between 3:20 - 3:45 behind the school (see map). From 3:45 - 4:00 students must be picked up at the front office.

School pick-up begins at 3:20 p.m. Parents should not pick up their students during the last 20 minutes of school unless there is an emergency. Learning is still taking place, and homework assignments are often being discussed and written down. In addition, office staff may not be able to fulfill late afternoon release requests in a timely manner.

Traffic and Parking Specifics

Speed limit of 10 mph or below in all parking lots. Please be mindful of designated parking and comply with all posted signs.

Student Parking

Each student driver must get a campus parking permit which will require a copy of their driver's license and insurance. This form can be obtained from the Campus Secretary and must be returned to her for approval. If approved, the student will receive a parking sticker to be eligible to park on campus in designated student parking areas. The privilege of driving and/or parking on campus can be revoked. (Please refer to "Parking Regulations" in the Quest Collegiate Academies Parent/Student Handbook).

Flexible School Day Option

At Lewisville School of Science and Technology, we recognize the crucial role of parental involvement in education and strive to empower families with more influence over their children's education. We are excited to announce the Lewisville School of Science and Technology will offer a flexible two-day per week school schedule in addition to our traditional five-day school schedule.

The innovative flexible school day option is available for 9th through 12th grade students. Students must attend school each B day (Tuesday, Thursday, and every other Friday), and are welcome but not required to attend school each A day (Monday, Wednesday, and every other Friday).

The student's B day classes must be attended in person, on-site. These classes will consist of courses that require direct instruction from a teacher and are project-based courses with hands-on activities. Examples include our technical career pathway courses, sciences with labs, targeted mathematics, priority English language arts, and STAAR tested courses. All other courses will be accomplished outside of the required school schedule through student-directed learning with teacher support. These courses include foreign languages, electives, and core content courses not connected to STAAR assessments.

If a student elects to attend an A day class, they must attend for the full class period. They may not only attend part of a class, as starting and ending at unscheduled times may cause unnecessary disruption to other students. A student may opt to attend only one class on their A day schedule or as many as they choose, but for each class they attend, they must be present for the entirety of the class period (including scheduled lunches).

We are committed to close collaboration with families who choose the flexible school day option. Parents will participate in a mandatory parent orientation session, during which they will receive technical training, support, and resources, empowering them to effectively support their student's education outside of traditional school hours. Additionally, they will be asked to sign a student-parent-school compact, which outlines the policies and expectations associated with the flexible school day program.

We recognize that the flexible school day option is not for every student and requires the student to achieve success in a self-motivated and self-paced learning environment. We recommend students enrolling in the flex day program have a record of success in previous core content classes by receiving passing grades, have scored approaches or higher on previous STAAR assessments (if taken), and have positive teacher recommendations.

We look forward to partnering together for the success of your student. Please contact our team if we can provide additional information to support your decision.

Academics

Tutorials

Lewisville School of Science and Technology takes the academic success of students seriously. We want to ensure we are doing all that we can to support students in their academic endeavors. SciTech teachers are required to offer tutorials at least two times a week outside of the school day. Mandatory tutorials may be required for students who do not make the minimum score during STAAR benchmarks or grading periods. This campus fully implements accelerated instruction as mandated by Texas House Bill 1416. For assistance in scheduling tutorials please contact the classroom teacher; however if a student is in need of an ongoing tutorial schedule please contact Indira Coleman for assistance.

Make-up work policies

Students are responsible to meet with their teacher and discuss any work that has been missed due to a tardy or absence.

The following points cover our official make-up work policy:

- A student that has missed a class due to an absence is responsible for their work regardless of not attending class.
- A student must discuss with their teacher about work missed, and they will be given an extension equal to the number of class times missed. For example, if your child missed a math class on Monday, they need to request any missing assignments on Tuesday and then have those assignments completed to turn in on Wednesday.
- If a student does not complete their make-up work within the extended time period, incomplete work will be subject to the late work policy outlined in the teacher syllabus.

Testing Policy & Testing Center

Teachers will administer tests in class per their syllabus. Students who need to utilize the testing center will be signed up by their teacher for that course. It is the student's responsibility to communicate with their teacher when they need to utilize the testing center. Students who are not present on test day will need to schedule time to take their test in the testing center; this will fall under one of two situations:

Student Absence: If a student is absent on test day for any reason, they will need to schedule a time to take their missed test with the teacher or in the testing center. Deadlines for make-up testing will be outlined in a teacher's syllabus. In any instance where this is not specified, students must take their missed exam within 48 hours of returning to school.

"A Day" Tests for Flex Students: Students who are learning from home on A days are welcome to attend their A day classes on test day or they may schedule a time to test with the

testing center. Windows for A day Flex testing will be outlined in a teacher's syllabus. In any instance where this is not specified, students may schedule their test within 24 hours of the assigned test date (either before or after).

Late Work

Late work or missed deadline work is defined as work given and received by the student with the knowledge of an established deadline, and the student fails in their responsibility to fulfill the requirement to meet the deadline.

Teachers are required to finalize and verify grades at the conclusion of each grading period. Assignments assigned in one grading period must be completed by the student within the same grading period. At the conclusion of the grading period, assignments shall no longer be accepted for that grading period without prior approval in writing by the teacher; this authorization is reserved for extenuating circumstances only by the Campus Director.

Due to the diversity of courses offered at our school, late work policies will be outlined in each course syllabus provided by the teacher. Acceptance of late work is at the discretion of the policies outlined in the syllabus for each individual course.

If a teacher does not specifically address late work in their syllabus, the following guidelines will be upheld:

- Any assignment or project not turned in by the established deadline will be marked as "missing," which will be averaged as a zero. The teacher may update Skyward with a "missing" for the missed assignment even when absent. The grade will be updated once the student completes the assignment and turns it in.
- In the event an assignment is turned in late, the student must inform the Classroom Teacher when they submit the assignment so the assignment may be accepted and graded.
- Late work is a behavioral problem and the student will face consequences in accordance with the Student Code of Conduct.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes, but is not limited to:

- cheating or copying the work of another student
- plagiarism (claiming someone else's material as your own)
- A/I generated assignments claimed as original work (i.e ChatGPT or any alternatives)

- possessing, viewing, or distributing pictures, text messages, or e-mails of test content or answer keys
- unauthorized communication between students during an examination.

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Grading Policy

Skyward is the official documentation of grades. Grades and averages shown in BrightThinker are for informational purposes. Teachers are expected to update grades weekly by Monday at 8:00 AM. Courses utilizing workbooks or in instances of major projects (essays, presentations, etc.) may require additional time from teachers to grade these items accurately.

9 Weeks Grades/ Report Card Grades

The academic school year is divided into 4 nine week grading periods. Students will be required to complete a minimum number of BrightThinker units and project(s) in each course in accordance with the individual teacher's scope and sequence.

1st 9 Weeks	08.12.2026 - 10.08.2026
2nd 9 Weeks	10.13.2026 - 12.18.2026
3rd 9 Weeks	01.06.2027 - 03.12.2027
4th 9 Weeks	03.22.2027 - 05.21.2027

Report Cards will be sent via Skyward after the end of each 9 weeks grading period.

Grade Weighting

- Classwork (Daily Assignments and Homework)
    - Approximately 8-12 recorded grades (8 minimum)
    - Weighing 20% of the student's overall average
- Quizzes
    - Approximately 4 - 6 recorded grades (4 minimum)
    - Weighing 30% of the student's overall average
- Tests & Projects
    - Approximately 2 - 4 recorded grades (2 minimum)
    - Weighing 50% of the student's overall average
    - At least 1 project must be completed per 9 weeks

- Semester Exam
    - Each semester a comprehensive exam shall be given per course
    - Weighing 15% of the student's semester average

High School Graduation Programs:

Lewisville School of Science and Technology students are expected to graduate under the Foundation Program with Endorsement as set forth by the Texas Education Agency. These expectations must be met for a student to be awarded a diploma upon graduation. (Please refer to "Graduation Requirements" in the Quest Collegiate Academies Parent/Student Handbook).

GPA Scale:

	Grading Scale	Regular Weighting	Honors Course	Dual Credit Course
A+	97 & above	4.00	4.50	5.00
A	93-96%	3.85	4.35	4.85
A-	90-92%	3.70	4.20	4.70
B+	87-89%	3.30	3.80	4.30
B	83-86%	3.00	3.50	4.00
B-	80-82%	2.70	3.20	3.70
C+	77-79%	2.30	2.80	3.30
C	73-76%	2.00	2.50	3.00
C-	70-72%	1.70	2.20	2.70
F	0-69%	0.00	0.00	0.00

PROMOTION TO NEXT GRADE:

The following requirements shall be met for students to move forward to the next grade level:

1. For 8th grade students, to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. For 9-12 grade students, grade level promotion is based on total accumulated course credits. (Please refer to "Grade Level Classification" in the Quest Collegiate Academies Parent/Student Handbook).
2. The student must receive a passing score on the state assessments (STAAR) for their grade level.

3. All students must meet the state of Texas 90% attendance requirement unless the requirement is waived by the Campus Attendance Committee as per TEC Section 25.092.

Schedules and Schedule Changes

Students will be given the opportunity to complete a course selection at the beginning of each school year. In some cases, students may also complete a course selection at the end of the first semester (in December).
At the beginning of each semester, there will be a 2 week period during which schedule changes can be requested through the appropriate forms. After that form has closed, schedule changes will not be permitted unless there are extenuating circumstances.

Nondiscrimination in Career & Technical Education Programs

Responsive Education offers a comprehensive program that is designed to prepare students to be successful whether they choose to pursue higher education, technical or trade school, or to enter the workforce after completing their high school education. Course offerings and content are continuously monitored to ensure that programs are current with today's technology and are relevant to the requirements of today's employer. Admission to these programs is based on interest and aptitude, age appropriateness, academic achievement, state and local policy, class space available, and any course prerequisites.

It is the policy of Responsive Education not to discriminate on the basis of race, color, national origin, sex or handicap in its career and technical education 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.

Responsive Education will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, please contact the Human Resources department at our home office by calling 972-316-3663.

Senior Internships

Most students will participate in a Senior Capstone through their CTE Pathway; however, students have the opportunity to participate in an internship in addition to or in place of their Senior Capstone. Students are responsible for finding their internship placement, and participation in an internship is dependent upon the approval of the Lewisville SciTech campus administration.

Students who are approved to participate in an internship must adhere to the guidelines outlined in this document as well as any additional guidelines provided by the internship site.

Accredited Summer School Options

While Lewisville SciTech does not offer summer school, we understand families may want to pursue summer options for a variety of reasons. To ensure credits count towards graduation, we recommend using one of the approved programs below. Credits from unlisted programs may not be accepted by our district.

Acellus Academy - completely online
https://www.acellusacademy.com

The Einstein School - completely in person
https://theeinsteinschool.com
4011 West Plano Parkway
Plano, TX 75093
(972)-564-8040

Fusion Academy - both in person and online options
https://www.fusionacademy.com

Locations in Dallas (Park Lane), Plano (Dallas Parkway), and Southlake (State Street)

Texas Tech K-12 - completely online
https://www.depts.ttu.edu/k12

UT High School - completely online
https://highschool.utexas.edu

Please note that enrolling in one of these options can only be done outside of the school year. A student who is dual enrolled (enrolled in more than one high school simultaneously) will not earn credit for the second enrollment. Please contact Indira Coleman (imcoleman@responsiveedtx.com) with questions.

Testing Policies

All communication regarding testing will be sent via Skyward and/or ParentSquare, and when possible, posted in the campus newsletter. (Please reference "district testing policies and procedures" in the Quest Collegiate Academies Parent/Student Handbook). The campus testing dates for all grades (7-12) can be found in this document and are subject to change.

ACT

The ACT is not currently offered at Lewisville School of Science and Technology. Students wishing to take the ACT will need to visit the ACT website to sign up for a testing session and location.

CBE (Credit By Exam)

Students may be permitted to take an exam to earn credit in lieu of completing an academic course. Lewisville School of Science and Technology offers this opportunity for Languages Other Than English (ie. Spanish). Students must take the test without prior instruction in the subject and must score an 80 or higher to pass. If the student does not achieve an 80 or higher, they may have 1 additional opportunity to pass the test. After 2 unsuccessful attempts, the student will be required to take the class and complete all coursework. Students may not earn more than 2 credits per year via Credit By Exam.

There will be two testing opportunities per school year - once per semester. Students are required to test for the following semester credit. For example, if a student wishes to test out of the first semester of Spanish II (Spanish II A), they must test in the spring.

There is no cost for this exam. Accommodations for this exam are not available. Students must reach out to the Campus Testing Coordinator via email to receive a copy of the application. The application must be submitted to and approved by the District Testing Coordinator. Testing will occur during the regular school day.

MAP Testing

MAP Testing is a local level exam providing data regarding academic growth in several areas:

- Math (Grades 8; Algebra I, Geometry, & Algebra II)
- Reading (Grades 8-12)
- Science (Grade 8).

MAP Testing will occur twice per school year - once in September and once in May - during the regular school day.

PSAT

The PSAT is offered at SciTech once per year, typically in October. This exam is used as a possible indicator of measured success on the SAT, and it also serves as a qualifier for students in 11th grade for the National Merit Scholarship.

All 11th grade students will be able to take the test free of charge; any other students who wish to sign up will need to pay the exam fee through Skyward. Students will sign up to take the exam via a Google Form sent out by the Campus Testing Coordinator.

Students with accommodations through 504, special education, and/or ESL may be eligible to apply for accommodations on the PSAT with College Board or through the Campus Testing Coordinator.

SAT

The SAT is offered at SciTech once per year, typically in March, to 11th and 12th grade students. Students may want to take this exam as part of the college entrance process or to earn possible scholarships for college.

Students taking the SAT for the first time will be able to do so free of charge. Students will sign up for the exam via a Google Form sent out by the Campus Testing Coordinator.

Students may also sign up for additional administrations of the SAT through the College Board website. Different locations are available when signing up through College Board.

Students with accommodations through 504, special education, and/or ESL may be eligible to apply for accommodations on the SAT with College Board or through the Campus Testing Coordinator. If a student has applied for accommodations with another school, this information can be transferred without redoing the application process.

STAAR / EOC

Students in grades 7 and 8 will take the state mandated STAAR test at the end of the school year. The Student Success Initiative (SSI) grade advancement requirements applies to Grade 8 math and English. This requires that a student pass both the math and English tests in order to advance to the next grade level. In some cases, a unanimous decision by the Grade Placement Committee may also allow advancement.

7th and 8th grade students will take the following exams, unless they are enrolled in a high school level equivalent (in which case they will take the EOC for that course):

- Math
- English (formerly Reading)
- Science - 8th grade only
- Social Studies - 8th grade only

Students enrolled in high school courses will take the state mandated STAAR EOC (end of course) exams at the end of the school year. Students take the EOC based on the enrolled course, which does not necessarily directly correlate to a grade level. For example, although it is typical for 9th grade students to take Biology, if a 10th grade student is taking Biology, that 10th grader will have to take the EOC at the end of the school year as well.

High school students are required to pass 5 EOCs in order to earn a diploma. Students with an IEP may have alternatives to the exam; general education students may also have the opportunity to participate in an Individualized Graduation Committee if the required exams have not been passed by the Spring of the student's senior year.

The STAAR EOC is required for the following subjects:

- Algebra I
- Biology
- English I
- English II
- US History

Students taking any of the above listed courses through Dual Credit are also required to take the EOC. For example, a student taking Dual Credit US History will still be required to take the US History EOC. (Please reference "State Assessments" in the Quest Collegiate Academies Parent/Student Handbook.)

The majority of STAAR / EOC exams are offered in April and May; however, students taking EOCs may have additional opportunities in December and/or June. Students served under 504, special education, and/or ESL may receive accommodations on the test. These are determined in annual meetings; no application process is needed.

TELPAS

TELPAS (Texas English Language Proficiency Assessment System) is used to determine English proficiency for students served under the ESL (English as a Second Language) program. Students' language abilities are scored in four areas: writing, reading, listening, and speaking.

Testing typically occurs in February and/or March. Scheduling will be communicated with the specific students and parents as needed.

TSIA2

The TSIA2 (formerly TSI) is designed to measure college readiness; students must pass this exam in order to be eligible for Dual Credit courses. Students will be tested in three areas: reading, writing, and math. Students are not required to take all three tests at one time. Required tests will be determined based on their course plans. It may also be used as a placement exam for students planning to attend a 2-year or junior college after graduating.

Students may be exempt from the TSIA2 if they score sufficiently high on the ACT or SAT.
Students must score at or above the following to be exempt from the TSIA2:

ACT: composite score of 23 with a minimum of 19 on both the English and Math tests *(test must have been taken in one sitting)*; or

SAT: minimum math score of 530 and minimum EBRW (Evidence Based Reading and Writing) score of 480 *(test must have been taken in one sitting)*

TSIA2 is offered on campus twice per year - once per semester, typically in September and February. Students may also test at a local testing center (typically a community college), but there will be a fee, while testing through SciTech is free.

Accommodations are not available for this exam, and the exam is untimed.

Students taking the TSIA2 for the first time will begin with a reading section and the essay. If these sections are both passed, they may also take the math section. Students may not take the math section without first having passed the other sections of the TSIA2 or being exempt through other test scores. Students will be given no more than 2 attempts on any given section per testing session (ie. two maximum attempts in September and two maximum attempts in February).

Dual Credit

Dual Credit at Lewisville School of Science and Technology

Dual credit refers to courses in which high school students simultaneously earn high school credit and college credit. It is designed to help ease the transition from high school to college. The overall goal is for Lewisville School of Science and Technology students to attain their associate's degrees upon high school graduation. Dual credit allows students to experience the rigor of college classes and boost their confidence to succeed both academically and socially once they transition to a college campus.

Criteria for a dual credit student:

In order to be considered for dual credit:

- The student must be a high school (grades 9-12) student
- The student must demonstrate college readiness on the TSIA2 test (or through exam exemptions as detailed in the Testing Policies section).
- The student must continue to carry a 3.0 GPA (4.0 scale) on all courses with at least a C or above in all dual credit courses.
- The student must not have received high school credit for the course previously. For example, a student who takes U.S. History as a junior may not take the same course for dual credit as a senior. In accordance with House Bill 505 any student in grades 9-12 may take dual credit as long as they meet the other criteria.

Dual Credit Enrollment Procedures:

Once students have met the requirements for College Readiness (TSIA2 or substitute exam), students must apply to NCTC through Apply Texas. Students will be emailed a detailed application guide once they have qualified for dual credit.

NCTC will provide student emails, login information, and course and textbook information.

Lewisville SciTech will provide optional registration meetings, registration options, and required forms for course selection. Students must register through SciTech and not directly with NCTC. Parent questions regarding Dual Credit should go to the Dual Credit Coordinator at SciTech, not NCTC, as colleges are not required to communicate with parents of dual credit students. Further, parent involvement in dual credit courses could result in students losing credit for their dual credit courses.

Cost of Dual Credit

Students who meet the criteria for dual credit and are actively participating in one of the CTE Pathways may enroll in dual credit courses for no cost, including textbook and lab fees. (Students may need to pay shipping for physical textbooks or lab kits.)

Students who withdraw from a dual credit course after the withdrawal date or students who fail a dual credit course may be required to reimburse SciTech for all course fees. These fees must be paid electronically through Skyward.

Food Policies

Breakfast

Lewisville School of Science and Technology participates in the National School Breakfast Program and offers a cereal pack for students on a daily basis. Breakfast is served beginning at 7:30 AM and continues until 8:00 AM. All food must be consumed in the cafeteria.

Snacks

Snacks and beverages may be consumed in classrooms per teacher discretion; however, students should not assume they have permission to eat/drink in class and need to receive teacher permission first. The only exception is bottled water (reusable, refillable bottles preferred). Snacks should be easy to eat, require no heating, refrigeration, or utensils, nor strong odor. (Good examples: granola bar, apple slices, raisins, squeeze-able applesauce). Students should not share snacks.

Lunch

Students must bring their own lunch to school each day. Please keep nutrition in mind as you pack your student's lunch. Microwaves will be available during the student's assigned lunch period. Students should not share their lunch. Please put the student's name on all lunch boxes and containers. These items are thrown away daily if there is no name. Lewisville School of Science and Technology and the staff are not responsible for any items left on campus. Students are not permitted to have an off campus lunch.

Deliveries

All deliveries will go through the campus front desk. For safety and security food delivery services (Uber Eats, DoorDash, GrubHub, Favor, etc.) are not permitted on campus. If a parent/guardian needs to bring their student lunch, they will be responsible for delivering the lunch to the front office. The front office will notify the student that a parent/guardian has delivered their lunch and the student may retrieve the lunch when instructional time allows. It is the student's responsibility to check with the office to see if they have any lunch deliveries. No balloons, flowers, or gifts may be delivered to the classrooms for students.

Parties/Birthdays

Parents may bring consumable items that have been purchased from a store and have a nutritional label when celebrating birthdays or special occasions. Due to state law, no food prepared in a home will be served to students. Items purchased for celebration will be distributed during the student's lunch period. Please do not bring products that contain nuts.

Additional School Policies & Procedures

Enrolling Students

Students wanting to enroll at Lewisville School of Science and Technology before completing a suspension, DEAP, or expulsion from another school district must satisfy current school disciplinary actions before they are allowed to be considered for enrollment at Lewisville School of Science and Technology.

Inclement Weather

In the event of severe weather (snow, sleet, ice, etc.) please listen to local radio and TV stations. We follow the same decision as Lewisville ISD. This goes for closings and delayed openings; however, there may be special circumstances that force our school to close even if the local district does not. In special circumstances, we will post information through ParentSquare.

If students have been placed in lockdown due to severe weather conditions, they will not be released without a parent coming into the building and signing them out and walking them out of the building. Parents are welcome and encouraged to remain in the building with their student until the situation is no longer critical.

Office Volunteers

We encourage parents to volunteer for various campus duties to support the students, staff and campus overall. The following guidelines must be understood before volunteering their time:

- Parents must be approved for volunteer service via the approved application process.
- We encourage parents to schedule volunteer time.
- Please arrive at the designated time set by the campus administration, secretary, teacher or parent volunteer coordinator.
- Dress for a professional environment. Remember, you are on a campus with impressionable minds, so please be sensitive to what you wear on our campus.
- Please do not use your time as a volunteer to talk with teachers about your student's progress.
- Confidential information overheard must remain confidential. Failure to comply will result in your inability to continue volunteering.
- Do not interrupt instruction in the classroom during school-time.
- If you are unable to serve during your scheduled time, please phone the front office and the appropriate person will be informed (at least 24 hour notice is appreciated).

We take the responsibility of creating a secure environment for your student seriously, so we appreciate your cooperation in these matters.

Clubs and Organizations

We encourage students to pursue new interests and create new communities. If a club does not currently exist, students may charter a new one by following these steps:

The Charter Process

1. Secure an Advisor: Find a full-time faculty member willing to sponsor the club and oversee all meetings.
2. Gather Interest: Obtain the signatures of at least 5 students who pledge to actively participate.
3. Draft a Constitution: Write a brief proposal outlining the club's name, purpose, frequency of meetings, and potential activities.
4. Submit for Approval: Turn in the application form to the Dean of Students.

*Please note that all students who participate in any club/organization are required to pay the $10 student activities fee.

Lost and Found

Lewisville School of Science and Technology Lost and Found will be housed in the cafeteria. All items not claimed at the end of each 3 weeks will be collected and taken to a donation center. Students should write their name in permanent marker in an effort to help identify their belongings. SciTech staff are not responsible for student's personal items.