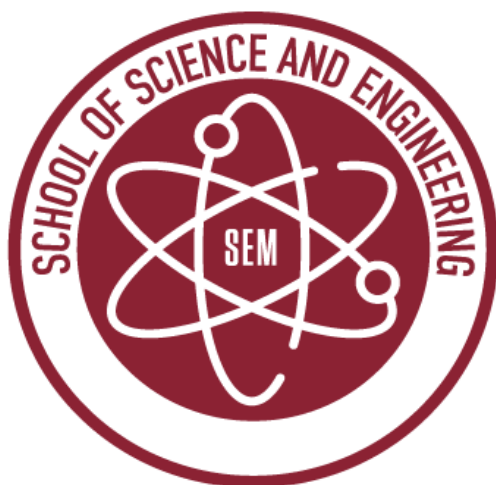


Title Page

School of Science and Engineering



Student and Community Handbook 2026-2027

Explore the Possibilities

Important Note:

This handbook is a supplement to the Dallas ISD [student handbook](#). All SEM students should review the Dallas ISD student handbook. These policies apply to all Dallas ISD schools.

This supplemental handbook addresses some Townview and/or SEM specific policies. Students should also be familiar with the [Dallas ISD student code of conduct](#), which specifically addresses disciplinary actions.

Where to get help

Where to get help

Academics

If you are struggling with a class, your first point of contact should be your teacher. If you need help, you are encouraged to:

1. Speak to or email your teacher with areas of concern.
2. Attend tutoring sessions with your teacher. The SEM teacher tutoring schedule is posted on the Nucleus website.

If you are struggling with your classes because of an issue outside of school, please reach out to Mr. Newton (josnewton@dallasisd.org) , Ms. McCray (cmccray@dallasisd.org), or Mr. Williams (chwilliamsjr@dallasisd.org) so we can determine if there are any additional supports that the school or district can provide.

Mental Health

If you or someone you know is experiencing a mental health crisis at school, please seek out help from a staff member immediately. Any staff member can help you get connected with staff on campus that can provide support:

- School counselor - Ms. McCray or Mr. Williams
- School psychologist - Dr. Tathia
- If neither are on campus or available, please come to the SEM office.

If you or someone you know is experiencing a mental health crisis away from school, **call or text 988**, the Suicide and Crisis Lifeline. We encourage you to connect with our school resources when you return to school as well so we can provide continued ongoing support.

SEM Required Courses

Prior to attending SEM

- SEM runs a dedicated Algebra 1 camp each summer. Incoming freshmen are expected to attend this camp if invited. Invitations are extended to:
 - All incoming students currently enrolled in Math 8. These students will earn Algebra 1 credit through the camp.
 - Any incoming freshmen whose application assessment suggests their Algebra 1 skills need to be reinforced.

Freshman

All Freshmen at SEM take the following courses, regardless of any high school credits earned elsewhere:

- Math (see note on the math paces)
- English 1
- English 2
- AP Human Geography
- Intro to Engineering Design
- Advanced Biology or AP Biology (placement determined by SEM science department)
- Advanced Geometry. [middle school credit can replace this]

Math Paces

Freshmen are placed in one of three math paces. Placement is determined by performance on a variety of assessments, including the SEM admissions exam. All paces are double-blocked (meet 90 minutes a day) for Freshman year. The Freshman paces are:

- Freshman Algebra 2 (Advanced Algebra 2)
- Freshman Pre-Cal (includes Advanced Algebra 2)
- Freshman Calculus AB (includes Advanced Algebra 2)

Sophomores

All Sophomores at SEM take the following courses, regardless of any high school credits earned elsewhere:

- AP Seminar
- AP Physics 1
- AP Computer Science Principles

- Advanced Chemistry

All students choose between AP World History and an advisory/study skills course. Starting in 2025-2026, sophomores may also choose AP Microeconomics/Study Skills as a third option.

Sophomore math placements are based on the previous year's pace and student performance.

- Students in Freshman Algebra 2 are placed in Honors Pre-Calculus
- Students in Freshman Pre-Calculus are placed in AP Calculus AB. Depending on course offerings and teacher recommendation, this could be a single or double blocked class.
- Students in Freshman Calculus are placed in a single block Calculus BC course.

Sophomores generally have one or two elective slots. They are required to take any graduation requirements (such as PE, Art, or LOTE) as recommended by the counseling department (see below). Sophomores may also take selected elective courses offered by Townview Magnet Center, or AP Biology.

Sophomore transfer students are required to complete English 2 via Reconnect during the summer before their enrollment at SEM. This is asynchronous, so students will have the flexibility to complete it around their summer schedule. Sophomores may be placed in a Freshman math pace (see above), depending on previous course work.

Juniors

All Juniors at SEM take the following courses, regardless of any high school credits earned elsewhere:

- AP English Language and Composition
- AP US History
- AP Computer Science A

All juniors will select at least one AP Science course. Junior offerings include:

- AP Biology
- AP Environmental Science
- AP Physics 2
- AP Chemistry (Lecture and mandatory Lab section)
- SuperLab (AP Chemistry, AP Physics C: Mechanics, and an integrated lab section)

Space is limited in some courses.

- Superlab is open to juniors only; priority is given to students based on academic achievement sophomore year in Physics and Chemistry.

- Other AP Sciences are open to Juniors and seniors. If space is limited, priority is given based on grade level, expressed student interest, and performance in prerequisite courses.

All juniors take at least one math class:

- Students who have completed Pre-calculus will be assigned Calculus AB. This may be a single or double blocked course. Students must be recommended by their teacher for single block.
- Students who have completed Calculus AB are placed in Calculus BC (single block).
- Students who have completed Calculus BC are placed in AP Statistics.

Seniors

All seniors at SEM take the following courses, regardless of any high school credits earned elsewhere:

- AP English Literature and Composition
- AP Macroeconomics/AP Government

All seniors at SEM take at least one science course. Students who were in Superlab are required to take AP Physics C: E&M, the second part of the program.

All students can request:

- AP Chemistry (double blocked)
- AP Biology
- AP Environmental Science
- AP Physics 2
- Anatomy and Physiology

Seats are at times limited in specific programs. All students are guaranteed at least one science course. Priority will be given according to expressed student interest, and performance in prerequisite courses.

All seniors at SEM take at least one math course:

- Students who have completed Pre-calculus will be assigned Calculus AB. This may be a single or double blocked course. Students must be recommended by their teacher for single block.
- Students who have completed AB are placed in Calculus BC (single block) and may opt into AP Statistics and/or ATTAM.

- Students who have completed Calculus BC are placed in AP Statistics and may opt into ATTAM as well.
- Students who have completed AP Statistics are placed into ATTAM.

Other graduation requirements:

Per the state of Texas, in addition to these core classes, all students are required to take:

- Two years of a single Language other than English. (LOTE)
- One year of Physical Education
- One year of a single Fine Art

These credits can be earned through other institutions. However, proof of completion must be received by SEM counseling in a timely manner.

- SEM students who have not completed their LOTE requirement by the end of their freshman year will be required to take a LOTE course sophomore year.
- SEM students who have not completed their LOTE requirement by the end of their sophomore year will be required to take a LOTE course as a junior, unless special permission is granted by the principal.
- SEM students who have not completed either their fine art or PE requirement by the end of sophomore year will be required to fill one requirement during their junior year.

Health Class

The state of Texas does not require students to earn a health credit for graduation. However, Dallas ISD does have this requirement. Students at TMC have the option to waive the requirement because TMC does not offer health classes. All families are strongly encouraged to sign the Health waiver.

Dual credit

SEM students may not use credits earned from other institutions to replace the core requirements of the program unless permission is granted in advance. Students must sign up for dual credit courses through the approved process set forth each school year. The sign-up window is typically in January or February each year.

Currently, courses that students are allowed to sign up for at Dallas College for dual credit include:

- Spanish Year 3
- Spanish Year 4

- French Year 3
- French Year 4
- Other language courses with approval from principal

Middle School Credit

Credit earned in middle school for High school courses can substitute for SEM requirements on a limited basis. Credit is generally accepted for LOTE courses, Honors Geometry, and Honors Biology. Incoming Freshmen may not substitute HS credit earned in middle school for our English, AP Physics, or other math classes. Incoming sophomore students are generally allowed to substitute their Freshman high school coursework for our program as is appropriate.

DISD Off- Campus Physical Education (OCPE)

The purpose of the Off-Campus Physical Education Program (OCPE) is to accommodate students

who are making a serious effort to develop Olympic-level participation and to allow them to be involved in an off-campus program that provides training exceeding that offered in the district. The OCPE program allows students to earn credits that meet the district and state physical education requirements. Students interested in participating in the OCPE program should visit the counselor's office for the OCPE application. Once the student has been approved for OCPE, the counselor will update the student's schedule to reflect the OCPE if the student leaves campus to participate. The coach for the OCPE program will submit grades each nine weeks according to the schedule provided by the district. The student's grades for the semester will appear on the transcript at the end of each semester.

DISD Physical Education (PE) Substitution

The purpose of the athletic participation/physical education substitution is to accommodate students who are making an effort to develop high-level capabilities and to allow them to be involved in a program that provides training away from their campus or a normal school day.

Home School Athletics

Students enrolled in a magnet program may participate in athletics at their zoned high school.

Starting in 10th grade, students may be able to leave the TMC campus early or arrive late to accommodate practice times at that school. It may be possible to earn a PE credit this way.

Transportation is not provided. Students are still required to take all courses that are part of the SEM program. For the appropriate forms, see ["Off Campus Athletics"](#) under general policies.

Students who request off campus athletics must agree to the following:

- In order to be eligible for an Athletics period, students must be in good standing
 - passing all classes
 - no attendance issues
 - on track for graduation
- Off campus athletics is only available for students **participating in a Dallas ISD athletics program.**
- Students may have off campus athletics for a maximum of one period out of eight.
- Students with off campus athletics must leave promptly at the start of their athletics period or report to the SEM office by the tardy bell.
- Students must promptly turn in any required paperwork and communicate about any changes in enrollment.

AP Credit

AP Exams are developed and administered by the College Board. AP exams are typically scheduled for the first two weeks of May. Dallas ISD pays the fees for each student in an AP Course to take the associated exam. **SEM students are expected to take the AP Exam for each AP Course they sign up for.**

Students are responsible for getting to school by 7:45 AM on mornings when they have an AP test. No buses are provided. Reach out to the teacher or the SEM office at least a week in advance if you are unable to make arrangements to be here on time.

Electives by Grade

The following elective courses offered by SEM or TMC are restricted by student grade level:

11th and 12th grades only

- AP Environmental Science
- AP Psychology
- AP Research
- Literary Genres
- Robotics

12th grade only

- Aerospace, Biomedical, and Nuclear Science
- Organic Chemistry and Biochemistry (as an elective)
- ATTAM (post-AP math)

- Anatomy and Physiology
- CS III
- AP Statistics (as an elective)

General Policies



These policies apply to all SEM students.

Attendance and Tardies

Attendance Policies and Procedures

Absences

It is critical that all students minimize absences. **The program at SEM is academically intensive, and missed days have a significant impact on learning.** Furthermore, absences can lead to negative consequences: students may not receive credit for a class and/or be referred to Truancy Court.

From the District Student Handbook (page 25)

To excuse legitimate student absences, including days or parts of a day resulting from a nurse sending the student home, parents are encouraged to submit to the proper school authorities a written excuse describing the reason for the absence within three school days after the student returns to school.

SEM students should turn their notes into the SEM Office. There is a timestamp and basket in the front of the SEM office to the right of the desk. Attendance notes should be time stamped and left in the basket.

Tardies

All SEM students are expected to get to class on time. Tardy students miss out on instructional time and are a distraction to others. The SEM tardy policy:

- Each Friday, the administration will run a tardy report.
 - Each student has a “grace tardy” each week.
 - Students with 2-3 tardies for the week will be assigned **one day** of Study Hall for the following week.
 - Students with 4-5 tardies for the week will be assigned **two days** of Study Hall for the following week.
 - Students with more than 5 tardies for the week will have an administrative conference.
- Study hall notifications will be sent via **student email accounts**.
- Students who do not attend an assigned study hall will be assigned a day of lunch detention for the following week.
- Students who are assigned Study Hall for tardies 3 or more weeks during the year will have additional consequences, including parent/student conferences.

Truancy

Unexcused absences can result in a referral to truancy court. Please carefully review this section of the Dallas ISD student handbook (pages 23-24)

*If a student 18 or younger has unexcused absences on **three days or parts of days within a four week** period, the District must send a **warning notice**. The notice is to inform the parent or guardian that the student is subject to truancy prevention measures, that it is the parent's responsibility to monitor their child's attendance and require their child to attend school, and to request a conference with school officials. . . .*

[snip]

At a minimum, Texas Education Code section 25.0915 requires a District to take at least one of the following actions as a Truancy Prevention Measure:

- *Impose behavior improvement plan;*
- *Impose school-based community service*
- *Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out- of-school service aimed at addressing the truant behavior.*
- *A referral may require participation by the child's parent if necessary.*

[snip]

*If a student age 12 through age 18 incurs **unexcused** absences on 10 or more days or parts of days within a six-month period in the same school year, **the District may refer the student to truancy court***

Attendance for Credit

Students who miss too many hours of instruction may be denied credit, even if the absences are excused and all work is completed.

Please carefully review this section of the Dallas ISD student handbook (page 24)

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the campus attendance committee. The committee will determine eligibility status and whether there are extenuating circumstances for the

excessive absences and how the student can restore credit or a final grade by participating in a prescriptive plan approved by the principal. [See policy FEC].

All absences, whether excused or unexcused, as well as out of school suspensions, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the campus attendance committee will use the following guidelines:

- *If a student has completed all class and homework assignments for days of absence and has earned a passing grade, then the student **may complete academic seat time** that is required for the class/classes where attendance fell below 90 percent and restore the credit or grade for the course.*

Each semester, each class meets approximately 43 times. Therefore, **students who miss 5 or more days** in a semester will have to make up seat time, even if the absences were all excused.

Communication

Communication

Student Website

Essential information is distributed to students through the [SEM Nucleus](#)



Remind

All students are expected to join the Remind for their grade level. Remind is used to send reminders and updates during the week. If you have not already done so, please join our student Reminds by texting the code below to 81010:

- Seniors (Class of 2027) - @27semagnet
- Juniors (Class of 2028) - @28semagnet
- Sophomores (Class of 2029) - @29semagnet
- Freshmen (Class of 2030) - @30semagnet

Google Classroom

All students are expected to join their grade's Counseling Classroom in Google Classroom. Weekly newsletters as well as grade-specific announcements will be posted to this classroom. Students that have not yet joined their Counseling Google Classroom can do so using the following codes:

- Seniors (Class of 2027) - uknc2fb
- Juniors (Class of 2028) - qnq64uu
- Sophomores (Class of 2029) -x32wxdr3
- Freshmen (Class of 2030) -fo7mzqej

Information is distributed to parents

A weekly parent newsletter is distributed via Remind and the District Messaging Application (Apptegy). This will provide parents with current information about SEM.

Teachers and school staff will also reach out to parents/guardians around any concerns they have about a student.

District Email

Students are expected to use their district email for communication with their teachers and SEM staff. District email can be accessed by:

- Go to <http://www.outlook.com/dallasisd.org>
- Enter your student ID# only as the username (do not include @dallasisd.org)
- Enter your password

Electronic Devices

Cell Phones

Why this policy?

All Texas public schools are now required by House Bill 1481 to limit student access to personal devices during the school day.

At Townview, we're optimistic about this change because it supports:

- Focused learning – Fewer distractions lead to deeper learning.
- Stronger connections – Students engage more with peers and teachers.
- Digital wellness – Students take healthy breaks from screens.

What does this mean for my student?

- Students may not use or access personal devices (phones, smartwatches, wireless earbuds, etc.) from arrival until dismissal.
- Each student will be issued a locking phone pouch, which must be brought to school daily.
- Devices must be turned off, placed inside the pouch at arrival, and remain locked until dismissal. This will be verified by a staff member at student entrances each day.
- Students may use their devices before entering through security and after school, including on the bus. Students will unlock their pouch during dismissal at identified stations.
- Students should not bring larger electronic devices to school (i.e. personal laptops, tablets, gaming devices, wireless headsets, etc.).

- **All students will be issued a district device that can be used during the school day.**

Exceptions

This policy does not apply to:

1. Students with an IEP or Section 504 plan **requiring** device access,
2. Students with a **documented** medical need (doctor's note required), or
3. Devices **required by law** for health/safety purposes.

To request an exception: Please email the principal before the first day of school

Confiscation Policy

If a student:

- Fails to comply with the designated storage method including not bringing pouch to campus,
- Uses a prohibited device during the school day, and/or
- Refuses to give a personal device to school personnel when asked

...the device will be immediately confiscated by school staff and held in the main office. A parent/guardian must pick up confiscated devices. Applicable school district fines for retrieving a confiscated device apply.

Lost or damaged pouches: Students will be charged a \$20 replacement fee and may not bring devices to school until a replacement pouch is issued. Please notify your school immediately if your pouch is lost or stolen.

Consequences for Non-Compliance

Violations of this policy are considered Level II A disciplinary offenses (Level II B if using a device in restrooms/locker rooms or refusing to surrender the device).

Disciplinary Steps:

- First Offense: Parent must pick up phone (no fee)
- Second Offense: Detention, \$5 administrative fee, and parent must pick up phone
- Third Offense: Detention, \$10 administrative fee, parent conference, and parent must pick up phone
- Additional Offenses: \$15 administrative fee, parent must pick up phone, and referral to DAEP (Disciplinary Alternative Education Program)

Other behaviors that will result in confiscation and discipline:

- Using a device during class time or in restrooms/locker rooms
- Skipping classes to covertly use prohibited devices

- Refusing to surrender the device to school staff

How to contact your student during the school day

- Call the main office: **SEM 972-925-5960**
- Students may check email on district devices.

Thank you for your support. By partnering with us, you're helping create a school environment where every student can focus, thrive, and dare to create.

Questions?

Contact the school office or visit www.dallasisd.org/devicefree for FAQs and for full policy details.

Student Devices

- All students at SEM are issued a personal device for use in class and on homework.
- Students are expected to follow district policy involving school-issued technology.
- Many classes at SEM use devices daily; students are expected to bring a charged device each day.

Security

- Students are expected to keep their passwords private.
- If a password is reset to the DISD default, students are expected to change it as quickly as possible.
- Students are responsible for anything that happens on their device while they are signed in.

Support

- If your device is unable to run certain applications, always go to Windows Update Center and install any available updates first.
- If your device becomes damaged or stops working, take it to Mr. Tompkins or Mr. Florczak
 - If your device becomes damaged, you are only allowed to get 1 replacement for the year. After that, you will not be able to take additional devices home and will have to check one out for test days.
- If your device is lost or stolen, you will need to file a police report with DISD Police if it was on campus or the police from wherever it was lost/stolen from.
 - Bring a copy of the police report to Mr. Tompkins or Mr. Florczak. The rule about one replacement above also applies to lost or stolen devices.

- If you need to reset your password:
 - First try a self reset by following these procedures: [Student Password - Self Reset](#)
 - If the steps above do not work, call 972-925-5630.
- If you are having difficulty with software, make sure to check the “Apps” button before you log in. Mr. Tompkins and Mr. Florczak can help troubleshoot software issues as well.

Email

- All student communication should be through their district email account.
- Students can log into their account using the following steps:
 - Go to <http://www.outlook.com/dallasisd.org>
 - Enter your student ID# only as the username (do not include @dallasisd.org)
 - Enter your password
- **Students are expected to check their email at least once each school day.**

Class Rank

Class Rank

SEM assigns class rank according to Dallas ISD policy. A complete description of how class rank is calculated can be found on the district's [Class Rank webpage](#).

SEM uses Dallas ISD's Option 2 for ranking students, which can be found [here](#). This means that only students who are in the Top 10% of their class will know their class rank. All other students will have their rank listed as NR (not ranked) on their transcript.

Valedictorian and Salutatorian Determination

Dallas ISD Board policy requires that the Valedictorian and Salutatorian speakers for each graduation ceremony be identified and announced using grades after the end of the fall semester of senior year. Students determined using the grades available at the end of the fall semester will be identified as the Valedictorian and Salutatorian graduation speakers.

Final rank and GPA that is printed on student's final transcripts will be inclusive of all grades earned through the spring semester of a student's senior year.

Grades and Assignments

Grades and Assignments

All SEM teachers follow the district's grading policy [[EIA\(Regulation\)](#)]. Teachers are expected to give each student a syllabus that includes information on:

- Contact information
- Late work policy
- Make-up work policy
- Grading policies
- Retesting procedures
- Use of devices in class
- Tutoring times

All assignments will be posted in Google Classroom; grades are recorded and reported in Powerschool. All students are expected to check Powerschool weekly to ensure that their grades have been accurately recorded. If there appears to be an error, inform the teacher immediately.

Assignments

SEM students are expected to complete all assignments. When a student regularly fails to complete assignments in a timely manner, it is a serious matter. Students who do not complete assignments can expect interventions including parent conferences, mandatory tutoring after school, mandatory study hall, and referrals to the principal.

Academic Dishonesty

Academic dishonesty undermines the core mission of SEM, which is to facilitate learning for all students. Academic dishonesty can take many forms. The following list is not comprehensive; if you are unsure if an action constitutes academic dishonesty, ask the teacher in advance.

- Plagiarizing work
- Using unauthorized materials during exams
- Copying from another student's work
- Sharing exam answers
- Using a phone or device to search for answers
- Submitting someone else's work as your own
- Paying someone to complete assignments
- Falsifying data or research

- Accessing exam questions beforehand
- Altering graded work for re-evaluation
- Collaborating on individual assignments
- Using online tools such as AI to generate answers without permission
- Hiding notes during a test
- Helping others engage in academic dishonesty
- Lying about academic dishonesty when asked

No credit will be given for any assignment in which the student engaged in academic dishonesty. Repeated instances of academic dishonesty will result in interventions including parent conferences, mandatory tutoring after school, mandatory study hall, and referrals to the principal.

Students representing SEM at academic competitions must behave with scrupulous honesty. Any dishonest behavior, including lying to an adult, will result in the student being removed from the team for the rest of the academic year.

Leaving Campus

Leaving Campus early

All Dallas ISD schools, including SEM, are closed campuses. This means that once you arrive on campus, you are not allowed to leave campus until dismissal.

If you need to leave campus early, you will need to either:

- Have a parent or designated guardian pick you up. The parent/guardian must be listed in PowerSchool as a pick-up contact and must come to the SEM office to check you out.
- If you drive to school, your parent can request that you be allowed to leave campus unaccompanied. The following procedures must be followed for you to leave campus unaccompanied:
 - Your parent/guardian must email Ms. Martinez (marymartinez@dallasisd.org) and Ms. Mata (jannmata@dallasisd.org) authorizing you to leave campus. The email must:
 - Come from the email address on file in PowerSchool for your parent/guardian
 - State the date and time you will be leaving campus
 - Be sent at least two hours prior to the time you need to leave campus
 - All students leaving campus unaccompanied must check out by coming to the SEM office.

Leaving school grounds without permission from the SEM office is a Level 2 offense in the Student Code of Conduct and will result in disciplinary action.

Lunch Procedures

Lunch and Outside food

- **Townview Magnet Center is a closed campus. Students may NOT leave campus without permission.**
- Students are expected to eat lunch in the Commons (including the outside patio area). Students may eat lunch in a classroom only with the permission of the teacher.
- Students who are not eating lunch in the Commons need to be in the location where they are eating lunch within the first 10 minutes of the lunch period. Students will not be allowed to leave the Commons after this point except to use the restroom.
- All students in Dallas ISD receive free breakfast and lunch each day. Students are allowed to bring their own food for meals if they prefer.
- Students do not have access to a refrigerator or microwave during the day. For special occasions, please contact the SEM office to make arrangements.
- The Free School Lunch program involves Federal regulations limiting the distribution of outside food at certain times. If you are considering sending your student with food to distribute to a class or organization, please contact the SEM office to ensure no regulations are being violated. Students may not be allowed in with large amounts of food if no arrangements have been made.
- **Under no circumstances are students allowed to sell food on campus.**
- **Students are not permitted to order or receive delivery from any restaurant or food delivery service.**
- **Parents or guardians wishing to drop off food for a student must bring it to the SEM office; the office will notify the student.**
- Parents or guardians will be notified if it appears a student has left campus to get lunch.

Substitute Teachers

Substitute Teachers

At times, it is unavoidable that a teacher will miss their regular class due to illness, personal responsibilities, or job-related absences. In those cases, a substitute teacher will be assigned to the class. Students should treat the substitute with the same respect and courtesy extended to all members of the SEM community. They are guests in our school and we should be the school they are most impressed by.

Students are expected to complete any work assigned while the substitute is present and to help the substitute as requested.

Off Campus Athletics

Dallas ISD Off Campus Athletics

Students in 10th-12th grade may request a period for off-campus athletics **at a Dallas ISD school**. These requests cannot be processed until the counseling office has received the appropriate form from the school or program where the athletics course occurs. The form must be **completely filled out by the coach** of the athletic program and then signed by the principal. We cannot process Dallas ISD Athletics requests until all parts of the form have been completed and submitted.

[Here is the form.](#)

Off Campus Athletics (non-DISD program)

Students that are participating in approved sports programs **outside of the district** can request to receive PE credit for participation in those sports. For more information, see the attached application.

The form must be **completely filled out by the coach** of the program and then signed by the principal. We cannot process Off Campus PE requests until all parts of the form have been completed and submitted.

Here is the [form](#).

Off Campus Athletics Requirements

Students who request off campus athletics must agree to the following:

- In order to be eligible for an Athletics period, students must be in good standing
 - passing all classes
 - no attendance issues
 - on track for graduation
- A period off for off campus athletics is only available for students **participating in a Dallas ISD athletics program**.
- Parents must sign a contract accepting responsibility for student transportation.
- Students may have off campus athletics for a maximum of one period out of eight.

- Students who have an athletics period must leave Townview promptly at the start of their athletics period or report to the SEM office by the tardy bell.
- Students must promptly turn in any required paperwork and communicate about any changes in enrollment.

Student Activities



SEM students participate in their community. We have many different organizations and teams to allow everyone to find their place. Whatever you like to do, we have several options for you!

- **Organize Campus Social Events:** Student Council, PTSA
- **National Professional Organizations:** the National Society of Black Engineers, the Society of Hispanic Professional Engineers and the Texas Alliance for Minorities in Engineering, which are open to all students and help connect students with professionals in STEM fields.
- **Competitive teams:** VEX Robotics, UIL *everything*, AMC math
- **Community Service:** National Honor Society, Volunteer Clubs, President's Volunteer Service Award
- **Research Competitions:** EEI, YWISE
- **Social Clubs:** Ping Pong, Minecraft, Crocheting, etc.
- **Campus Life:** Yearbook, Townview Ambassadors, AP Allies

This is just a starter list--there are many more!

Clubs and Teams

How to join a club

Students are encouraged to join at least one SEM campus organization. Unless clearly stated, all clubs and teams are open to all students, although competition teams may be more selective. Simply show up at the meeting time and introduce yourself to the Sponsor!

In the fall, many clubs, teams, and organizations host interest meetings to recruit new members. This is a great time to find out if a group is right for you.

Information about SEM campus organizations can be found [here](#).

How to start a club

Students wanting to start a new club will need to find a faculty member to sponsor their club. Before approaching a faculty member, you should prepare the following information:

- Purpose of the club
- Leadership structure
- Activities (meeting schedule and any other dates of activities)

Once a faculty sponsor has been secured, the following should be submitted to the SEM office for Mr. Newton's approval:

- Purpose of the club
- Leadership structure
- Meeting information including location, days, and times
- Any other times the club will meet (Saturdays, etc.)
- Name of sponsors
- Sponsors signature for approval

Student Event Planning

Approval Process

All student events must be approved by the principal. Student events include:

- Any event planned or promoted by a student organization, on campus or off.
- Any social event on campus where 10 or more students are expected to attend.

Requests for event approval must be made through the Event Tracker document. All student leaders must attend training in these procedures. Club and team sponsors will have specific information regarding times and dates of that training.

Posting a flyer

All flyers for clubs and events must be approved by both the sponsor and principal. When creating a flyer, ensure that it:

- Clearly states the club or event
- Has the date, time, and location as appropriate
- Includes any relevant information
- Has a "Take down after" date
- Flyers should not have any inappropriate visuals, such as violent or sexual imagery

Flyers can ONLY be posted in classrooms with teacher permission. Flyers may NOT be posted in hallways or restrooms.

Requests to post flyers on the Nucleus must be made via the Activity Scheduling Form.

Academic Eligibility

UIL Eligibility

Students participating in extracurricular activities are held to high academic standards. Students must maintain their eligibility to participate in extracurricular activities. For more details, see page 53 of the Dallas ISD student handbook.

Volunteer Hours

- SEM has several service organizations open to all students.
- **SEM students are not required to complete any volunteer hours to graduate.**
- Specific organizations (such as NHS) may have volunteer hours for members
- If a student is interested in the President's Volunteer Service Award, they should contact the SEM PTSA.

Townview Policies



These policies are shared across all six schools in the Townview Magnet Center.

Security

Student Entrance Procedures

- Students are not admitted into the building until 8AM
- Students are admitted via the designated student entrances between 8:00-9:15.
 - All student bags are searched upon entry.
 - All students pass through a metal detector.
 - All students must display an ID badge. Students who do not have an ID badge will be required to purchase a new badge for \$5. The SEM office has a limited number of temporary badges available. If students request a temporary badge more than two days in a row, they will be required to purchase a new badge.
- Designated student entrances are:
 - Theater (3rd floor)
 - Health office (2nd floor)
 - Across from Gym (1st floor)
- Students arriving after 9:15 are admitted through the front entrance.
- In the case of extreme weather, the campus will begin limited security screening for students arriving before 8:00. Students should enter through the theater door (3rd floor).

External Doors

Students should never prop open an external door or open an external door to allow someone to enter the building. All students and guests are required to enter through designated doors for security purposes. Breaching or bypassing school security measures, including opening or propping open locked secured doors, is a Level 3 offense in the Student Code of Conduct which requires a **mandatory** placement at the DAEP (district alternative school placement).

Backpacks

- Per Dallas ISD policy, all student backpacks must be clear plastic (preferred, provided) or mesh.
- Students are allowed a small, non-clear pouch in their backpack to hold personal items such as cellphones, money, and hygiene products. This pouch will be searched during entry.

Badges

Students must wear their official school badge whenever they are present on Campus. Badges are issued to all students free of charge during the first week of school.

After September 1st, temporary badges will not be issued. A student who arrives at school without a badge must purchase a new permanent badge for \$5.

Adult visitors

Adult visitors should enter the building at the front. All visitors must present either a Dallas ISD badge or a picture ID. The security personnel will then direct visitors to the SEM office.

Buses and Parking

Buses and transportation

Students who live in-district are provided with the opportunity to ride a school bus to TMC and back. Magnet school buses pick up and return students to the closest high school to their home address. Current bus routes can be found at [Townview Bus Routes](#). [\(Nucleus Link\)](#)

Buses generally arrive on campus 10-30 minutes before the start of the day; they leave immediately upon dismissal. Monday-Thursday, Activity buses pick TMC students up between 5:20-5:30 and return them to the same drop off locations. This allows students to stay later for tutoring, clubs, or practice.

Parking Permits

Students who drive themselves to school must park in the designated student parking lot. The student parking lot is on the west side of Townview Magnet Center, off of Eades Avenue. A painted white line indicated the edge of student parking; students should only park “downhill” from the line.

Students who drive to school are required to purchase a parking permit for \$10. Students who will be driving to campus need to pick up a form in the SEM office to complete with their vehicle information.

All students who are driving to campus need to purchase a parking permit by the end of the second week of school.

Students who use their car to leave campus during the school day without permission may lose the privilege of parking on campus.



Dress Code

Dress Code

All students at TMC are required to follow the same [dress code](#).



Townview Magnet Center Dress Code

School of Business and Management – School of Education and Social Services – School of Health Professions
Law Magnet – Science and Engineering Magnet – School for the Talented and Gifted



	Guidelines	What not to wear
Hats, Head Coverings, Shirts, Blouses	Shirts should be school appropriate and cover to the shoulder and the waistline. Sleeveless shirts should be 2" in width on the shoulders. Ball caps, beanies, and head coverings that are religious in nature may be worn in the building.	• Spaghetti strap/ Off Shoulder shirts • Crop-tops/ Backless shirts • Low cut neck/chest • Tank tops • Shirts, hats, beanies with derogatory messages/ images, profanity, explicit content, controversial, promotion of drug/alcohol use or advertisement • No hoodies and/or bandanas worn on head • No hair bonnets and wave caps
Pants, Jeans, Leggings	Full length and capri length pants and jeans are acceptable. Pants must be worn at the natural waistline. Leggings may be worn if they are non-see through and covered by a skirt or shirt that covers to finger-tip length.	• Tights substituted for leggings/pants • Distressed jeans with holes/tears higher than finger-tip length • Pajama bottoms
Skirts, Dresses, Shorts	Skirts, dresses, and shorts length should be finger-tip length or longer.	• Skirts, dresses, shorts shorter than finger-tip length
Shoes	Shoes must be worn at all times. Appropriate shoes include athletic tennis shoes, loafers/dress shoes, and closed-heel sandals. Crocs may be worn with a strap behind the heel.	• Flip-flops • Slides • House shoes/ Slippers • Open toed shoes
School ID Badges	School ID badges must be worn in a visual place at all times. Lanyards and/or clips should be used.	

No items containing offensive slogans, symbols or other suggestive or controversial designs may be worn.

Students in violation of the student dress code will be expected to change to appropriate attire. Students will not be allowed to leave campus for the purpose of changing clothes.

Students who persistently violate the dress code will be held accountable following the Dallas ISD Student Code of Conduct.

Lost and Found

Lost and Found

All Townview Magnet Center offices maintain a Lost and Found

If you find something you believe to be lost:

- In a classroom, please bring it to the attention of the appropriate teacher. If instructed to do so, bring it to the SEM Office Lost and Found.
- In a common area, such as the hallway, please turn it into the closest cluster office unless you have specific reason to believe it belongs to an SEM student. If so, bring it to the SEM office.

If you have lost anything

- Ask any teachers whose rooms you may have left it in
- If you know where you lost it, start with the closest cluster office.
- If you do not know where you lost it, start with the SEM office.
- For high-value or high-priority items (such as car keys, phones, computers), please let the SEM office know as soon as you are sure it's very lost.

Medications

Medications

State law and school board policy requires all medication to be stored in a locked cabinet in the clinic. Students may not carry medication or administer it to themselves except for physician-diagnosed asthmatics who self-administer inhaled emergency medications; diabetics who possess and carry supplies or equipment necessary to monitor and care for their diabetes; or students with the potential for anaphylaxis, who may self-administer emergency medications while on school premises or at a school-related event or activity.

The parent must sign a request form for any medication to be administered. The student's physician or other licensed health-care provider and parent must sign the medication request form for any medications administered for more than ten school days. Please see the school nurse if you have any questions or need assistance.