

*Abilene High School*

*Student Handbook  
2009*



ENTER  
TO  
LEARN

GO FORTH  
TO  
SERVE

*Abilene High School*

2800 North Sixth  
Abilene, TX. 79603

Phone::325 677-1731

*Eagles*



# People you should know

## **Superintendent of Schools**

Dr. David Polnick

## **AISD Board of Trustee**

Stan Lambert—President

Dr. Danny Wheat—Vice-President

Laura Dyer—Secretary

Robert Laird—Asst. Secretary

Dr. Barry Hoefler

Samuel Garcia

Charles Wolfe

## **AHS Principal**

Mr. Terry Bull

## **AHS Associate Principals**

Mr. Jim Franks  
**A-F Junior Class Sponsor**

Mrs. Rene McAden  
**G-N Senior Class Sponsor**

Mr. Jim Zuspahn  
**O-Z Sophomore Class Sponsor**

Mr. Michael Garcia  
**Freshman Class Sponsor**

## **Dean of Academies/9th Grade Initiative**

Mr. Dennis Townsend

## **Instructional Specialist**

Mrs. Cynthia Smith

## **At-Risk Coordinator**

Mr. Gene Hudson

## **School Resource Officer**

Mr. Mike McAuliffe

## **Attendance Officer**

Mr. Darrin Cox

## **AHS Counselors**

Mrs. Kren Willis **Grades 9-12, A-F**

Mrs. Lyndsey Williamson **Grades 9-12, G-N**

Mrs. Jeri Spiker **Grades 9-12, O-Z**

Mrs. Twanna Willis  
**9th Grade Academy**

Mrs. Kelly Killam  
**Special Education Counselor**

## **Principal's Secretary**

Mrs. Sandy Drake

## **Associate Principal's Secretary**

Mrs. Cathy Mash

## **Counselor's Secretary**

Mrs. Katherine Anderson

Mrs. Blinda Raley

## **Registrar**

Mrs. Cindy Hothan

## **Assistant Registrar**

Mrs. Lisa Goetz

## **School Nurse**

Mrs. Jean Barber, RN

Mrs. Becky Smith, LVN

## **SAS Counselor**

Ms. Cindy Darby

## **Bookkeeper**

Mrs. Alicia Gomez

## **PBX Operator**

Mrs. Cynthia Roemisch

## **Computer Operations**

Mrs. Eva Anders

## **Cafeteria Manager**

Mrs. Jackie Bryant

## **Athletic Director**

Mr. Steven Warren

## **LRC/Library Specialist**

Ms. Cynthia Duncan

## **LRC and Media Aides**

Mrs. Cindy Farrar  
Mrs. Belinda Nease

## **A Message from the Principal**

**Dear Students,**

Welcome to Abilene High School, home of the **EAGLES**. I hope the 2009-2010 school year proves to be memorable as you strive to reach your academic and extracurricular goals. The Student Handbook contains important information that you and your parents will want to be familiar with. In addition to the Student Handbook, students and parents should also be familiar with the AISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct will be sent home to parents and copies will be available in the Registrar's office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. If any information in the Student Handbook is in conflict with Board policy or the Student Code of Conduct, the provisions of Board policy or the Student Code of Conduct, that were most recently adopted by the Board will be followed. Please familiarize yourself with all of these documents. The Abilene High School faculty, office staff and administrators are available to assist you and your parents in any way possible. I have high expectations for all students and expect you to make the commitment to always do your very best.

As you begin this school year, you will be presented with new opportunities and challenges. You will begin new classes with a seven period day schedule. You will meet new teachers and make new friends. I am confident that you will have a successful and rewarding experience as you **SOAR LIKE AN EAGLE**.

**Sincerely,**

**Terry Bull**  
*Principal*

*"Enter to Learn; Go Forth to Serve"*

*A Message From Student Council*

Dear Students,

I have great expectations for Abilene High School this year! I believe there will be many opportunities for Abilene High School to advance as a student body. There are so many activities to get involved in and I strongly encourage each of you to take part in at least one of the many activities that AHS has to offer. I have confidence that together we can achieve excellence, not only at Abilene High, but in our community as well.

I believe that the events of the past years have brought us closer together as a nation, community, and school. Helping each other helps AHS strive for excellence. Never settle for anything less than your personal best; embrace new challenges and opportunities head-on! Do not be afraid to use your brain and think “outside the box”. If you take this advice, rewards are sure to follow!

Finally, I encourage you to do your best in both your academic studies and your extracurricular activities. Be mindful of others and of who you are representing...the BEST school in Texas! We are all fortunate to be a part of AHS; please make sure you represent the Eagles to the best of your ability.

“They that wait upon the Lord shall renew their strength; they shall mount up with wings as Eagles.”

Isaiah 40:31

Sincerely,

Mikayla Terrell  
President

# Student Leaders



### Student Council Officers

President.....Mikayla Terrell  
 Vice President.....Stephanie Luna  
 Treasurer.....Briana Harris  
 Secretary.....Jayme Beal  
 Parliamentarian.....Vivi Gomez  
 Historian.....Alyssa Roa  
 Business.....Marcus Spencer  
 Reporter.....Brett Greenfield  
 BIONIC.....Aliza Gomez  
 Chairperson.....Laura Perez  
 Lisette Calvo

### Senior Class Officers

President.....Karsten Goodman  
 Vice President.....Micah Reeves  
 Secretary.....Taylor Surles  
 Treasurer.....Rachel Varner  
 Reporter.....Libby Sinclair  
 Historian.....Zach Mosley  
 Parliamentarian.....Ruben Cadena  
 Activities Chair.....Kaylee Davis,  
 Jourdan Ellis & Kay Leigh Shannon

### Junior Class Officers

President.....Matt Borgfeld  
 Vice President.....Shelby Williams  
 Secretary.....Lindsay Cranford  
 Treasurer.....Eli Foster  
 Reporter.....Alec Arena  
 Parliamentarian.....Stefen Echols  
 Historian.....Victoria White

### Sophomore Class Officers

President.....Shevajae Sims  
 Vice President.....Makenzie Reece  
 Secretary.....Emilee Beyer  
 Treasurer.....Kinzee Reeves  
 Historian.....Andrew Golden  
 Reporter.....Cameron Broderick  
 Parliamentarian.....Brooke Kehl

### National Honor Society Officers

Co Presidents.....Brett Greenfield, Sunnie Kuna  
 Co Vice Presidents....Karsten Goodman, Will Minter  
 Secretary.....Ann Dyer  
 Treasurer.....Libby Sinclair  
 Historian.....McKinley Musgrave

### Flashlight Editors [Student Yearbook]

Editors in Chief.....Paige Greenway,  
 Haley Bilger  
 Ads Editors.....Jaylen Avila, Meredith Meador  
 The Year Editors.....Jody Gardner,  
 Samantha Sharbutt  
 Sports Editors.....Cody Scales, Kasi Conners  
 People Editor.....Lauren Langford  
 Seniors Editor.....Maggie McAlister  
 Groups Editor.....  
 Photo Editor.....  
 Business Managers.....Elizabeth Pryor,  
 Amber Reese

### The Battery Editors [Student Newspaper]

Editor.....Lateny Rich-Beggs  
 News Editor.....Kathy Jimenez  
 Photo Editor.....  
 Sports Editor.....James Churchill  
 Pulse.....Bailey Bryan

### Varsity Cheerleaders

Abby Beard	Sarah Cannon
Dallas Edwards	Josi Flores
Aliza Gomez	Samantha Gomez
Vidalia Gomez	Kelsey Hegwood
Kelsey Leverett	Kimberly Murray
Leandra Pecina	Miesha Walker
Emily Nix (Manager)	

### Champ [school mascot]

Bethany Beyer  
 Deann Farmer

### Crash Crew

Shawrell Bowie	Conner Eyssen
Klinton Mitchell	Emilio Montanez
Clayton, Morgan	Roy Ramirez
Joe Reese	Gilbert Torres
Brandon Warren	

### Bold Gold Squad Leaders

Miya Aboso	Bianca Villanueva
Erika Robinson	Morgan Page
Alicia Benson	Kelsie Rhodes
Joselin Alfaro	Laura Salazar

### Gold Rush Officers

Captain.....Lakyn Benivamondez  
 1st Lieutenant.....Allison Boothe  
 Lieutenants.....Ballie Bishop  
 Alyssa Payne  
 Gwen Walker

### Golden Image Officers

Shelby Dello  
 Olivia King

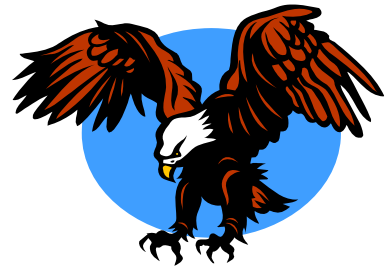
### Eagle Band

Captain.....Ruben Cadena  
 Lieutenant.....Nikki Robinson  
 Historian.....Amanda George  
 Chaplain.....Monya Brown  
 PRO.....Mikayla Terrell  
 Drum Majors.....Amanda Bailey  
 Ruben Cadena  
 Salvador Ruiz  
 Drum Captain.....Rob Beckham

### Junior Varsity Cheerleaders

Kadijah Cooper	Ashley Dempsey
Samantha Flores	Ellena Gutierrez
Heather Hinkle	Hannah Nuhn
Megan Smith	Jessica Touchstone
Rae Welch	Kaylee Williams

# Get Involved.....



## Clubs, activities & organizations

Many activities are available to Abilene High students through clubs and other organizations on campus. By being selective, a student can become proficient in several areas and gain friendships without jeopardizing academic success.

Students are encouraged to investigate membership in subject area clubs, fine arts activities, athletics and spirit groups.

**National Honor Society**—Abilene High students who excel in scholarship, service, leadership and character are recognized through an invitation into the National Honor Society. Students eligible for induction into the National Honor Society must meet the following requirements:

1. Must be a member of the sophomore, junior or senior class at Abilene High.
2. Must have been in attendance at Abilene High for one full year.
3. Must have a grade point average of 92 or above.

Upon meeting these requirements for membership those students shall go through an election process by the Abilene High faculty where candidates are evaluated on the basis of service, leadership, character and previously stated scholarship.

**Flashlight Staff**—The *Flashlight* is the Abilene High School yearbook. Students wishing to work on the *Flashlight* must make application with the adviser and editorial board of the *Flashlight*. Students wishing to apply must have, and maintain, an 85 average or higher in academic courses and must have excellent references from three previous academic teachers.

**Student Council**—The purpose of the Abilene High Student Council is to develop good citizenship in the student body, to provide purposeful direction of school activities, and to assist in the management of student concerns. The Student Council consists of nine elected officers and representatives from each class. Any student may join, but must maintain active membership.

**Spirit Organization**—The purpose of the spirit organization is to promote and encourage school spirit within the Abilene High student body. They shall strive to develop a sense of good sportsmanship among the students and adults, and promote unification of crowd involvement during athletic events. They shall strive to build better relationships between schools.

All candidates must meet the spirit constitution guidelines for that organization.

The Abilene High School Spirit Organizations are:

Varsity Cheerleaders\*  
Junior Varsity Cheerleaders\*  
Bold Gold Pep Squad  
Bold Gold Pep Squad Leaders  
Gold Rush Dance/Drill Team  
Gold Rush Dance/Drill Team Officers  
“Champ” School Mascot  
Crash Crew

\*A student must have been a member of marching band, competing athletics, Bold Gold, Gold Rush, or campus cheerleader the fall and spring semester one year prior to tryouts or a member the fall and spring semester of the year of tryouts.

# Bell Schedule 2009-2010

## Regular Schedule

7:40-8:30	Zero Period
8:35-9:25	1st Period
9:30-10:25	2nd Period
10:30-11:20	3rd Period
11:25-12:50 A Lunch 11:25-11:55 Class 12:00-12:50 B Lunch 12:20-12:50 Class 11:25-12:15	4th Period
12:55-1:45	5th Period
1:50-2:40	6th Period
2:45-3:35	7th Period

## Pep Rally Schedule

7:40-8:15 (8:20-8:40 Pep Rally) 8:50-9:35
9:40-10:25
10:30-11:20
(Resume Regular Schedule)

## 2:00 p.m. Early Release

7:40-8:30	Zero Period
8:35-9:25	1st Period
9:30-10:25	2nd Period
10:30-11:20	3rd Period
11:25-12:40 A Lunch 11:25-11:55 Class 12:00-12:40 B Lunch 12:10-12:40 Class 11:25-12:05	4th Period
12:45-1:10	5th Period
1:15-1:35	6th Period
1:40-2:00	7th Period

## Late Start Schedule

10:00-10:25
10:30-10:55
11:00-11:20
11:25-11:45
11:50-12:55 A Lunch 11:50-12:15 Class 12:20-12:55 B Lunch 12:30-12:55 Class 11:50-12:15
1:00-1:45
1:50-2:40
2:45-3:35

(Only 4th-7th periods are affected)

## TESTING CALENDAR 2009-2010

<u>MONTH</u>	<u>TEST DATE</u>	<u>GRADE(S)</u>	<u>TEST</u>	
October	14	9, 10, 11	PSAT	
	20	Nonmasters	TAKS English/Language Arts	
	21	Nonmasters	TAKS Math	
	22	Nonmasters	TAKS Science	
	23	Nonmasters	TAKS Social Studies	
November	TBA	10	PLAN	
March	1	Nonmasters	TAKS Social Studies	
	3	9	Reading	
	3	10	TAKS English/Language Arts	
	3	11	TAKS English/Language Arts	
	3	Nonmasters	TAKS English/Language Arts	
	4	Nonmasters	TAKS Math	
April	5	Nonmasters	TAKS Science	
	27	10	TAKS Math	
	27	Nonmasters	TAKS English/Language Arts	
	28	11	TAKS Math	
	28	Nonmasters	TAKS Math	
	29	9	TAKS Math	
	29	10	TAKS Science	
	29	11	TAKS Science	
	29	Nonmasters	TAKS Science	
	30	10	TAKS Social Studies	
	30	11	TAKS Social Studies	
	30	Nonmasters	TAKS Social Studies	
July	13	Nonmasters	TAKS English/Language Arts	
	14	Nonmasters	TAKS Math	
	15	Nonmasters	TAKS Science	
	16	Nonmasters	TAKS Social Studies	
<b>AP Testing</b>		<b>AM</b>	<b>PM</b>	
	May	3	US Govt	Govt: Comp/French Lang
		4	Comp.Science/Spanish	Statistics
		5	Calculus AB/BC	
		6	English Lit/German	
		7	US History	European History/Studio Art
		10	Biology/Music Theory	Physics B&C
		11	Chemistry/Envi Sci	Psychology
		12	English Language	Art History
		13	Macro Economics/WH	Micro Economics
		14	Human Geography	

<u>ACT</u>		<u>SAT</u>	
<u>Test Date</u>	<u>Registration Deadline</u>	<u>Test Date</u>	<u>Registration Deadline</u>
Sept. 12, 2009	Aug. 7, 2009	Oct. 10, 2009	Sept. 9, 2009
Oct. 24, 2009	Sept. 18, 2009	Nov. 7, 2009	Oct. 1, 2009
Dec. 12, 2009	Nov. 6, 2009	Dec. 5, 2009	Oct. 30, 2009
Feb. 6, 2010	Jan. 5, 2010	Jan. 23, 2010	Dec. 15, 2009
April 10, 2010	March 5, 2010	March 13, 2010	Feb. 4, 2010
June 12, 2010	May 7, 2010	May 1, 2010	March 25, 2010
		June 5, 2010	April 29, 2010

COLLEGE NIGHT CIVIC CENTER SEPTEMBER 28 7- 8:30P.M.

# Abilene Independent School District Calendar 2009-2010

August 2009						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				NT	NT	
16	17	18	19	20	21	22
	SD	SD	SD	WD	WD	
23	24	25	26	27	28	29
30	31					
September 2009						
		1	2	3	4	5
6	Labor Day H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2009						
				1	2	3
4	5	6	7	8	9	10
			IER			
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2009						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
			IER			
15	16	17	18	19	20	21
22	23	24	25	Thanksgiving ASD H	27	28
29	30					
December 2009						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					ER	
20	H	H	H	H	Christmas H	26
27	H	H	H	H		
January 2010						
					H	2
3	WD					
10				IER		
17	MLK H					
24						
31						

**First Day of Classes.....August 24, 2009**  
**Last Day of Classes .....June 2, 2010\***

Registration

Pre-K/EC 8:30 am-2:30 pm Civic Center .....  
 4 year olds ..... April 7-8, 2009  
 August 11, 2009  
 3 & 4 year olds ..... April 9, 2009  
 August 12, 2009

Elementary School 8 am-12 pm .. August 13, 2009  
 Middle School 12-4 pm..... August 13, 2009  
 High School 9 am-4 pm ..... August 11-12, 2009  
 Dyess Families 10 am-3 pm Dyess AFB .....  
 .....August 10, 2009

New Teacher Orientation (NT) ... August 13, 2009  
 August 14, 2009

Teacher Workdays (WD) ..... August 20, 2009  
 August 21, 2009  
 January 4, 2010  
 June 3, 2010\*

Staff Development Days (SD)..... August 17, 2009  
 August 18, 2009  
 August 19, 2009

Alternative Staff Development Days (ASD).....  
 ..... November 25, 2009  
 February 15, 2010  
 May 3, 2010

**(SD & ASD days are student holidays.)**

Holidays (H)  
 Labor Day .....September 7, 2009  
 Thanksgiving .....November 26-27, 2009  
 Christmas .....December 21-31, 2009  
 January 1, 2010  
 Martin Luther King Day.....January 18, 2010  
 Spring Break.....March 15-19, 2010  
 Good Friday.....April 2, 2010  
 Memorial Day..... May 31, 2010

Inclement Weather Days (IW) ..... May 28, 2010  
 June 3, 2010\*

Early Release Days (ER) ..... December 18, 2009  
 June 2, 2010\*

Inservice Early Release (IER) ..... October 7, 2009  
 November 11, 2009  
 January 13, 2010  
 February 10, 2010

Release Times: Elementary 1:30 pm  
 Secondary 2:00 pm

Graduation (G)..... June 5, 2010  
 Cooper High School – 11:00 am  
 Abilene High School – 3:00 pm

\*If June 3 is needed as an inclement weather day (IW), it will be the last day of school and an early release day (ER). The teacher workday (WD) will be on June 4.

T—TAKS Testing Dates

First Grading Period (29 days)  
 August 24 – October 2, 2009

Second Grading Period (25 days)  
 October 5 – November 6, 2009

Third Grading Period (27 days)  
 November 9 – December 18, 2009

Fourth Grading Period (32 days)  
 January 5 – February 19, 2010

Fifth Grading Period (29 days)  
 February 22 – April 9, 2010

Sixth Grading Period (35 days)  
 April 12 – June 2, 2010

First Semester – 81 days  
 Second Semester – 96 days

revised 9-04-09

February 2010						
		1	2	3	4	5
6						
7	8	9	10	11	12	13
			IER			
14	Pres Day ASD	16	17	18	19	20
21		22	23	24	25	26
27						
28						
March 2010						
		1	2	3	4	5
6			T			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	H	H	H	H	H	
21	22	23	24	25	26	27
28	29	30	31			
April 2010						
				1	2	3
					H	
4	5	6	7	8	9	10
Easter		T	T			
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
		T	T	T	T	
May 2010						
						1
2	3	4	5	6	7	8
	ASD					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
		T		T		
23	24	25	26	27	28	29
						IW
30	Memorial Day H					
June 2010						
		1	2	3	4	5
			ER	IW/WD		G
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2010						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# APPENDIX I

## NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Abilene ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing September 9, 2008.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: yearbook, school newspaper, AHS website, community publications (honor roll, NHS, graduation, etc.) Abilene ISD has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **E-mail address**
- **Photograph**
- **Degrees, honors, and awards received**
- **Grade level**
- **Participation in officially recognized activities and sports**

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (**do give**) (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX II PARENT'S RESPONSE REGARDING RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*) requests that the District **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

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

## ACKNOWLEDGMENT FORM

My child and I have received a copy of the **Abilene High School Student Handbook** and the Student Code of Conduct for **2008-2009**. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

-----

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR 2<sup>ND</sup> PERIOD TEACHER BY  
MONDAY, SEPTEMBER 8, 2008.**

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## PREFACE

To Students and Parents:

Welcome to the 2009-2010 school year! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The Abilene High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

**Section I—IMPORTANT INFORMATION FOR PARENTS**—with information all parents will need about assisting their child and responding to school-related issues;

**Section II—CURRICULUM-RELATED INFORMATION**—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

**Section III—GENERAL INFORMATION AND REQUIREMENTS**—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Abilene ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.abileneisd.org](http://www.abileneisd.org).

# SECTION I

## IMPORTANT INFORMATION FOR PARENTS

This section of the Abilene High School Student Handbook includes information on topics of particular interest to you as a parent.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- C.O.O.L. – College Offers Opportunities for Life. The Abilene Education Foundation is offering the services of a College Advisor on campus who will work with students and parents. The advisor will help students locate and apply for scholarships and financial aid, and assist with financial aid applications and FAFSA forms. The advisor will also meet with parents to educate them about the college admissions process, and help them establish a relationship with financial aid departments of colleges. The advisor at AHS will be in Room 228.
- Other resources available on the Abilene High School campus for students are the Upward Bound Program, Communities in Schools and the Educational Talent Search Program. Advisors and counselors from each of these programs are available to work with students.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 325-677-1731 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policy GKG and contact the school principal.]
- Participating in campus parent organizations. Parent organizations include: PTA
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the school principal.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and **School Health Advisory Council**.]
- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.]

## **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

### **“Opting Out” of Surveys and Activities**

As a parent, you also have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

### **Display of your child’s artwork, projects, and other special work products:**

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the district’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

### **As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.

- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

- To request the transfer of your child to another classroom or campus if your child has been determined by the director of student services to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the director of student services for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

## ***GRADING GUIDELINES***

### **ABILENE INDEPENDENT SCHOOL DISTRICT**

#### **GRADING POLICY**

##### *ACADEMIC ACHIEVEMENT*

##### **CURRICULUM MASTERY**

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum.\* Exceptions and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [EIE (LOCAL)]

**Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives.** The student's mastery level shall be a major factor in determining the grade for a subject or course. [EIA (LOCAL)]

Texas Essential Knowledge and Skills for individual subjects or grade levels were adopted by the SBOE. (TEC 74.1)

#### **AWARD OF CREDIT**

The award of credit for a course affirms that a student has satisfactorily met state and local requirements. Credit may be awarded if the student demonstrated achievement by meeting the standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student received instruction in the course or the grade level at which proficiency was attained. [19 TAC 74.26 (a) (b)]

#### **ATTENDANCE**

Unless credit is awarded by the attendance committee or regained in accordance with District policy, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. {See FDD (LEGAL)}

#### **GRADUATION REQUIREMENTS**

Credit for courses for high school graduation may be earned only if the student received a grade of 70 on a scale of 100, based upon course-level, grade-level standards of the Texas Essential Knowledge and Skills. Credit earned toward state graduation requirements by a student in an accredited school district shall be transferable and accepted by any other school district in the state. [19 TAC 74.26 (a) (1) (c)]

Students must pass all EXIT LEVEL TAKS tests in order to meet graduation requirements of Abilene Independent School District. Students who do not pass any parts of the TAKS test

during their junior year will have the opportunity to take the test five additional times during their senior year in order to meet district requirements for graduation and participate in commencement ceremonies.

### **GUIDELINES FOR GRADING**

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents. [EIA (LOCAL)]

*\*The curriculum is the Texas Essential Knowledge and Skills (TEKS) plus district curriculum alignments and scope and sequences.*

### **DATABASE FOR GRADES-FrontRunner**

Grades recorded in the teacher grade book shall serve as the official basis for determining grades for each of the three six-week reporting periods of the two semester reporting periods. The FrontRunner Program is an online grade book that parents may access live student data from any computer connected to the Internet. Using a web browser like Internet Explorer, parents may enter the FrontRunner web address <https://webdata.abileneisd.org>;

- Click on 'Public Access'
- Click on 'Student Information'
- Enter the student's ID number and PIN

The ID number and PIN can be found on the student's report card and on the FrontRunner information letter distributed at the beginning of the school year.

A **minimum** of one grade per week for each six-week reporting period shall be recorded in the teacher grade book. The teacher shall provide appropriate documentation as required by the administration for grades recorded in the teacher grade book. Grades recorded in the teacher grade book and appropriate documentation shall be used in conferring with students and parents. [EIA (LOCAL)]

### **COMPUTING AVERAGES FOR SIX-WEEK GRADES**

Six-week grades shall be determined by averaging all daily and special work done by students, including special reports, themes, laboratory work, maps, tests and the like. [EIA (LOCAL)]

#### **High School**

**Clarification:** The major grades shall include tests, labs, projects, essays, etc. and daily grades are defined as homework, quizzes, class work, etc. Each high school department will determine how grades will be averaged to compute a student's total six-week grade. The Principal and the Executive Director of Secondary Education shall approve all department plans for computing six-week averages prior to school handbook publication or distribution to students.

### **SEMESTER GRADES 9 – 12**

The semester examination grade in grades 9 – 12 will count 20% of the semester grade. (Abilene ISD Administrative Policy)

### **RECORDING FAILING GRADES**

The District shall record a 50 in the permanent record for any six-week or semester numerical grade earned that is lower than 50. [EIA (LOCAL)]

*Teachers may record the actual grade received in the grade book for purposes of averaging the grades and for conferencing with students and/or parents. However, no grade less than a 50 should be recorded on the report card or permanent record. (Abilene ISD Administrative Policy)*

### **EXAMINATION EXEMPTIONS**

Students classified as seniors or graduating juniors may choose to be exempt from taking the semester examination during the spring semester in any properly designated class in which the student has no more than three absences and a minimum grade average of 85. If the exemption is claimed, the final grade average shall be determined by adding the three six-week averages and dividing the sum by three.

At the principal's discretion, any class may be designated one for which this exemption applies. The principal shall make known each such designated class within the first six-week grading period of the spring semester. [EIA (LOCAL)]

### **FINAL EXAMINATION EXEMPTIONS FOR ADVANCED PLACEMENT CLASSES**

In order to encourage students to take the Advanced Placement Exams, students may be exempted from spring final exams in Advanced Placement Classes provided ALL of the following criteria are met:

- The student must register and take the National Advanced Placement Exam in the subject area of the appropriate Advanced Placement class or classes.
- The student must have three (3) or fewer absences as reported by the official attendance count from the school attendance office.
- The student must be passing the Advanced Placement class in which he/she desires an exemption.

Students will have the option of taking final exams in Advanced Placement classes even if they qualify for exemptions.

### **FINAL EXAMINATION INCENTIVES FOR STATE ASSESSMENT TESTS**

Any student grades 9-11 (non-graduating juniors) who passes the required State Assessment tests will be exempt from the Spring Final Exam in the subject area core class corresponding to the State Assessment test passed. The academic core classes which qualify for Spring Final Exam exemptions are listed below:

- |                          |  |
|--------------------------|--|
| ➤ 9 <sup>th</sup> Grade  | Math and Reading (ELA)                                   |
| ➤ 10 <sup>th</sup> Grade | Math, English Language Arts, Science and Social Studies  |
| ➤ 11 <sup>th</sup> Grade | Math, English Language Arts, Science, and Social Studies |

### **GRADE COMPUTATION FOR STUDENTS WHO WITHDRAW**

Semester grades for students enrolled for fewer than 15 days shall be computed by accepting the withdrawal grade(s) from the school that the student last attended, with the option of increasing, but not decreasing, the grade if the teacher determines that the student has made progress.

If the student is enrolled 15 days or more, the withdrawal grade shall be averaged with those grades accumulated in the District to determine final grade averages. [EIA (LOCAL)]

### **WRITTEN NOTICE TO PARENTS**

Teachers shall send out written notice to parents every sixth week of a student's performance in each class or subject. [EIA (LOCAL)] *Exception: Prekindergarten, kindergarten and first grade for first six weeks grading period as detailed under Grade Reports to Parents*

Grades 6 - 12: In grades 6 - 12 the District shall report all grades to parents as numerical grades. (Abilene ISD Administrative Policy)

### **GRADE REPORTS TO PARENTS**

Grades 6 - 12 – A computer generated grade report will be mailed to the home of each student at the conclusion of each six-week grading period.

### **THREE WEEK REPORTS**

*The District will continue the distribution of progress reports. These are to be sent home to the parents of students who are borderline passing (70-74) and/or failing (below 70). These are to be sent by the Wednesday following the first three weeks of each six weeks grading period. (Abilene ISD Administration Policy)*

### **ACADEMIC DISHONESTY**

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and 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. [EIA (LOCAL)]

### **STANDARDS FOR MASTERY**

Mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. [EIE (LOCAL)]
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, six-week, and final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required. [EIE (LOCAL)]

*All grades should be based on mastery of the Texas Essential Knowledge and Skills. Grades reflect mastery of TEKS that teachers have taught. [For example: Accelerated Reader is an independent reading program not based on TEKS and not for direct instruction. It should be used as a reward program, not for grades.]*

*Noncompliance with established classroom procedures shall be reflected in a student's "work habits" grade. (For example: Improper or incomplete headings should not result in grade penalties or point deductions. This is a "work habits"/"failure to follow directions" issue, not an academic issue.)*

In grades 9–12, achievement is reported to parents as:

### **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every grading period, usually every 6 weeks.

At the end of the first three weeks of a grading period, parents will be mailed an unsatisfactory progress report if their child's performance in any course is near or below 70. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent may request to schedule a conference with the teacher of that class or subject through the counseling office.

Teachers follow grading guidelines that have been approved by the superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

## **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 9–11, with the aid of technology on any test that includes algebra
- Reading, annually in grade 9
- English language arts in grades 10 and 11
- Social studies in grades 10, and 11
- Science in grades 10, and 11
- Any other subject and grade required by federal law

[See policy EKB.]

Students must pass all EXIT LEVEL TAKS tests in order to meet the graduation requirements of Abilene Independent School District. Students who do not pass any parts of the TAKS test during their junior year will have the opportunity to take the test five additional times during their senior year in order to meet district requirements for graduation and participate in commencement ceremonies.

## **OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

## **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF]

## **PSYCHOTROPIC DRUGS**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## **STUDENT RECORDS**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of Abilene High School is:

2800 North 6<sup>th</sup> Street  
Abilene, TX 79603

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG. [See **Report Cards/Progress Reports and Conferences** and **Student or Parent Complaints and Concerns** for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

## Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

**However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year.** [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.]

## Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if the parent objects to the release of the student information included on the directory information response form, the district would be unable to use that information.

For these specific school-sponsored purposes, the district would like to use the student's name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wished to use this information for the school-sponsored purposes listed.

## **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office or on the district's Web site at: [www.abileneisd.org](http://www.abileneisd.org)

The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at: [www.abileneisd.org](http://www.abileneisd.org).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the student's principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **Late Arrival to School**

Repeated instances of tardiness will result in school discipline and/or action by attendance officer. Arrival to class fifteen minutes late will be considered an absence.

## **Withdrawing from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the

counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION II**

### **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or area transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

#### **ACADEMIC PROGRAMS**

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.]

#### **AWARDS AND HONORS**

[See *Academic Counseling*.]

#### **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

For two school years following their graduation, district graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

#### **STATE SCHOLARSHIPS AND GRANTS**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

#### **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use

of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and may be monitored by district staff.

[For additional information, see policy CQ.]

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses— by mail or via the Internet—for credit toward high school graduation.

[For further information, see policy EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education,. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG (EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EEJA.]

## ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. A student should check with his/her counselor for credit by exam information. A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

## ***DUAL CREDIT COURSES / COLLEGE COURSES***

The Abilene Independent School District offers numerous opportunities for students to earn college hours and high school graduation credits simultaneously through dual credit courses and the “Technical Connections to College” Program. The following courses can be taken on the high school campus to receive credit at Teas State Technical College—Abilene: Automotive Collision Repair and Refinishing Technology I and II; Business Computer Information Systems II; Business Image Management and Multimedia; and Health Science Technology III—EMT Basic. The following courses can be taken on the TSTC—Abilene campus for both college and high school credit: (Aviation) Shop Practices, Aviation Science, Ground Operations, and Aircraft Welding; Programming Logic and Design; Introduction to Computer Programming; Basic Illustration, and Basic Graphic Design; Web page Design I and II.

Other courses in career and technology have been approved for “articulated” credit through official agreements with Cisco JC—Abilene, TSTC—Abilene, Ranger College, and Western College. These courses are: Business Computer Information Systems I and II; Accounting I; Business Ownership; Business Management; Business Image Management and Multimedia; Business Administrative Procedures Career Preparation; Preparation for Parenting; Child Development; Nutrition and Food Science; Food Science Technology; Elementary Education Aide I and II; Early Childhood Educational Aide I and II; Culinary Arts I and II; Architectural Graphics; Introduction to Engineering Design; Automotive Technician I and II; Introduction to Criminal Justice; Fundamentals of Criminal Law; Correctional Systems and Practices; and Criminal Investigations. See pages 15, 45, and 46 in the *AISD Program Guide and Career Majors 2006-2007* for additional information on dual credit courses.

## ***CAREER AND TECHNOLOGY PROGRAMS***

The district offers career and technology programs in agriculture science and technology, business education, family and consumer science, health science technology, technology education, technology education/pre-engineering, and trade and industrial education. Admission to these programs is based on grade placement, aptitude, and interest, but may vary depending on program format and course prerequisites. For example, students seeking admission into any of the career preparation programs must complete an application form, be interviewed by the program teacher, and receive approval for admission from the instructor. (See the *AISD Program Guide and Career Majors 2006-2007* for a complete listing of programs and course requirements.) It is the policy of the Abilene ISD Career and Technology Education program not to discriminate on the basis of race, color, national origin, age, sex, or handicap in its educational programs, services, activities, or employment practices, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Abilene ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies FM and FO.]

## **Offices and Elections**

### **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

### **PROMOTION AND RETENTION**

#### **PROMOTIONS**

**A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.** [TEC 28.021 (a)]

An award of credit for a course affirms that a student has satisfactorily met all state and local requirements. Course credit shall be awarded according to this policy.

A course may be considered completed and credit may be awarded if the student has demonstrated achievement by meeting standard requirements of the course, including demonstrated proficiency in the subject matter, regardless of the time the student has received instruction in the course or the grade level at which proficiency is attained. [19 TAC 74.26]

### **Grades 9 – 12**

Mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade level advancement for students in grades 9 – 12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester. [EIE (LOCAL)]

### **Students with Disabilities**

Promotion standards, as established by the individual education plan (IEP), or grade-level classification of students eligible for special education or for Section 504 services shall be determined by the ARD committee or by the Section 504 committee respectively. [EIE (LOCAL)]

### **Dyslexic**

In measuring the academic achievement or proficiency of a student who is dyslexic, the student's potential for achievement or proficiency in the area must be considered. [TEC 28.021 (b) [See policies IHB (LEGAL) and FB]

### **Limited English**

In assessing students of limited English proficiency for mastery of the TEKS, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English skills in the following ways:

1. Assessment in the primary language
2. Assessment using ESL methodologies
3. Assessment with multiple varied instruments [See EHBE]

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Any student who was in grade 9 or higher on January 1, 2001, is eligible to graduate under the former TAAS exam.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF.]

<u>Number of Credits</u>	<u>11<sup>th</sup>, 12<sup>th</sup></u>	<u>9<sup>th</sup>, 10<sup>th</sup></u>
• Minimum Graduation Plan	24	26
• Recommended High School Program	24	26

**Refer to page 12 of the Program Guide for additional information.**

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

**Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

**Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

**Graduation Activities**

Graduation activities will include:

- Baccalaureate (optional)
- Graduation Rehearsal
- Graduation Ceremony

**Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees**.]

***NONTRADITIONAL ACADEMIC PROGRAMS***

[See **Requirements for a Diploma**.]

***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

**Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a

special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Larry Davis at 677-1444.

### ***SUMMER SCHOOL***

The Abilene Independent School District will offer summer school courses for high school students. The district will make every effort to offer any course having a sufficient demand. Honors courses, however, will not be offered during summer school. Extended year classes are available only to students who have attempted but not successfully completed the requirements of the class.

A maximum of **one credit** may be earned in regular summer school and **two credits** in extended summer school.

### ***TEXTBOOKS***

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **SECTION III GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

### ***ATTENDANCE***

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed in the following sections:

## **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

## **Attendance for Credit**

To receive credit 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 may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG.

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

## **Driver License Attendance Verification or VOE Form**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus Registrar's office.

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

#### **MAKE-UP WORK**

Students shall make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. [EIA (LOCAL)]

The District shall not impose a grade penalty for make-up work after an absence due to suspension. [EIA (LOCAL)]

#### **High School**

- **Time allowed to make up work after an absence**  
Students shall have at least two days to make up for one day absent. (Simmons Associates Discipline Plan)
- **Points to be deducted for late work**  
Late assignments will be accepted one class session after an assignment is due for a maximum grade of 70. Extenuating circumstances shall be addressed by each individual teacher.
- **Clarification:** A student turns in an assignment late and scores an 80, the grade to be recorded is a 70. If the student makes a 60, then a 60 is recorded.  
(Exception: Departments may choose to drop non-test grades in lieu of accepting late work each six week period.)
- **Policy for retaking or redoing failed assignments/tests**  
Students who fail an assignment or test will be given an opportunity to redo the work with a maximum grade of 70 allowed. It is the responsibility of the student to make arrangements with the teacher to redo assignments or retake tests. Final Exams and long term projects such as research papers are exempt from this requirement. The student will have five (5) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances shall be addressed by each individual teacher.  
**Clarification:** If a student makes 50 on an assignment or test and is re-assessed and makes an 80, the student will receive a 70. If a student fails the reassessment, the student will receive the higher of the two grades made.

**NOTE: A student may be given a replacement assignment/test when retaking or redoing failed assignments/tests at the discretion of the individual teacher.**

2. Principals are responsible for providing training to all staff involved in evaluating students on their campus concerning:
  - District grading policies
  - District promotion/retention policies
  - Consistent application of the district and campus policies by all involved staff
3. Policies that govern student grading (passing/failing) and student promotion/retention requirements must be included in the student handbook and/or letters to parents.
4. Student handbooks must be filed by the third Friday of September each year in the elementary and secondary education office. This information must also be shared with students and parents during the first six-weeks grading period.
5. Teachers should work closely with principals on any grading and/or promotion and retention problems or concerns that may apply to students in special education, bilingual, ESL, etc. (Abilene ISD Administrative Policy and Domain III, Number 6 and Domain VIII-C, Number 9 of the PDAS state evaluation form.)

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

### **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least

serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## ***HEALTH-RELATED MATTERS***

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held monthly meetings. Additional information regarding the district's School Health Advisory Council is available from the Administration Office. [See also policies BDF and EHAA.]

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. [See policies CO and FFA]

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policy GKA.]

#### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the maintenance office. If you have any questions, please contact the AISD maintenance department.

#### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the principal.

## ***FREEDOM FROM DISCRIMINATION***

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site: [www.abileneisd.org](http://www.abileneisd.org).

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

## **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

## **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the district makes the following statements:

Abilene ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Steve Post, 241 Pine Street, 677-1444.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mary Helen Muñoz, 241 Pine Street, 677-1444.
- All other concerns: See the AISD superintendent, 677-1444.

## **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Mike Murphy, 241 Pine Street, 677-1444.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Jeff Brokovich, 677-1444.

## **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Student Fees** and contact Executive Director of Special Education at 677-1444.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

### **Cell Phones/Telecommunications Devices and Other Electronic Devices**

Students are not permitted to possess electronic games, viewing or listening devices (iPods, DVD/CD players, radios, camcorders, cameras, etc.) or pagers unless prior permission has been obtained from the principal or teacher. Without such permission, teachers will collect the items and turn them into the principal's office. Students may have cell phones with them, but they must be out of sight and turned in an inaudible (quiet or silent) position so that no one is able to hear them, and they may not be used in the instructional buildings for any reason including phone

calls, text messages, IM, or Web site use. Cell phone use is permissible in the cafeterias and immediate patio areas around the cafeterias only during the student's designated lunch time.

If a faculty or staff member sees or hears the use of a student's cell phone in the classroom, hallway, restroom, or in any instructional building, the phone will be taken up. The parent, legal guardian, or student may come to the office after school and retrieve the phone on the first offense for a \$15 cash fee. On the second offense, there will be a \$15 cash fee charged, and a parent or legal guardian must be the one who picks up the phone after school. On the third and subsequent offense(s), the parent or legal guardian must retrieve the phone after school, there will be a \$15 cash fee charged and the student will be assigned three days of ISS. This policy is in place Monday through Friday 7:40 am – 3:35 pm.

If at any time, including permitted cell phone use in the cafeteria, a faculty member or a police officer has reasonable suspicion of illegal violations using the cell phone, the phone will be confiscated and a school administrator will be allowed access to the phone, Sim card, memory card, battery, and all components for the phone. If any illegal information is found, charges will be filed and legal action may be taken.

If a phone or device is collected, it will be placed in an envelope with the student's name on it and held in the principal's office in a secure location. The district is not responsible for confiscated items that are misplaced, stolen, or damaged.

[See policy FNCE.]

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school newspaper, The Battery, and the yearbook, The Flashlight, are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes**]

### **Nonschool Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The campus principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

## **Nonschool Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Director of Student Services for prior review. He will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## ***DRESS AND GROOMING***

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Appropriate and modest attire is required. Some examples of items not to wear include but are not limited to: tank tops, spaghetti straps, muscle shirts, mesh tops, halter tops, see-through clothing, exposed midriff or backs, bicycle shorts, sunshades in the buildings.
- All apparel and/or accessories must be free of references to race, alcohol products, tobacco products, drugs, sex, vulgarity, death, suicide or violence either explicitly or by innuendo.
- Clothing must be appropriately sized and worn at the natural waistline. Clothing excessively altered, slit, worn or frayed is not allowed. No pants, shorts, skirts, or dresses may be shorter than five inches above the top of the knee or higher than the extended fingertips, whichever is more modest. Slits in skirts or dresses will be measured from the top of the slit.
- Shoes appropriate for school must be worn at all times. No house shoes.
- Visible body piercing or clipping jewelry is limited to the ears.
- Hats or caps are for athletic purposes or safety only.
- Hair should be clean and appropriately groomed. Students will not be allowed to spray paint or dye their hair green, red, blue, purple, pink, or other unnatural tints. The District also prohibits hairstyles such as but not limited to spiked, mohawk, unicorn, liberty, or designs added to the hair that draws undue attention.
- Any apparel or accessory that denotes gang-related association is prohibited (i.e. rags, bandannas, chains, spiked or studded items, or other physical alterations as identified by local law enforcement).

## **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

## **FUND-RAISING**

Student clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal. [For further information, see policies FJ and GE.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Department of State Health Services Web site:

[http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)]

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the announcement is made, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The East cafeteria is open to students before school beginning at 6:30 a.m.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

## **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

## **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the cafeteria manager to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open 30 minutes before and after school.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

## ***TRANSPORTATION***

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Ernie Anderson, 677-1444.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.

- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the information desk in the front foyer of the school by the administrative offices. To go to other parts of the building visitors are required to present identification, such as drivers license, where a visitors I.D. will be printed for them to wear while on campus.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Visitors Participating in Special Programs for Students**

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students at College Night which is scheduled for October 6 from 7:00-8:30 p.m. The event will be held at the Abilene Civic Center.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and the grade 11 exit-level test is

a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain subjects in grades 3–11.

**UIL** refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests

# *School Song*



## **DEAR OLD ABILENE HIGH**

**Dear Old ABILENE HIGH,  
Grand Old ABILENE HIGH;  
Champion school of all the west.**

**Loyal just to you,  
We're faithful and true blue;  
We always will uphold you as the best.**

**School of EAGLE fame,  
Winners of the game;  
Fight right on to victory.**

**Fight right to the end,  
And when you've won it then;  
Three cheers for grand old  
ABILENE HIGH**

