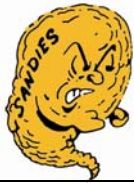


# Amarillo Independent School District



## Elementary School Handbook 2011 - 2012



<u>Amarillo High Cluster</u>	<u>Caprock Cluster</u>	<u>Palo Duro Cluster</u>	<u>Tascosa Cluster</u>
<ul style="list-style-type: none"> <li>◆ <b>Amarillo High</b></li> <li>◆ <b>Bonham</b></li> <li>◆ <b>Crockett</b></li> <li>◆ <b>Belmar</b></li> <li>◆ <b>Puckett</b></li> <li>◆ <b>Ridgecrest</b></li> <li>◆ <b>Sleepy Hollow</b></li> <li>◆ <b>South Georgia</b></li> <li>◆ <b>Western Plateau</b></li> <li>◆ <b>Windsor</b></li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>Caprock High</b></li> <li>◆ <b>AACAL</b></li> <li>◆ <b>North Heights</b></li> <li>◆ <b>Bowie</b></li> <li>◆ <b>Fannin</b></li> <li>◆ <b>Glenwood</b></li> <li>◆ <b>Humphrey's Highland</b></li> <li>◆ <b>Lamar</b></li> <li>◆ <b>Landergin</b></li> <li>◆ <b>Lawndale</b></li> <li>◆ <b>Oak Dale</b></li> <li>◆ <b>Sanborn</b></li> <li>◆ <b>South Lawn</b></li> <li>◆ <b>Sunrise</b></li> <li>◆ <b>Tradewind</b></li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>Palo Duro High</b></li> <li>◆ <b>Mann</b></li> <li>◆ <b>Travis</b></li> <li>◆ <b>Johnny Allen</b></li> <li>◆ <b>Eastridge</b></li> <li>◆ <b>Emerson</b></li> <li>◆ <b>Forest Hill</b></li> <li>◆ <b>Hamlet</b></li> <li>◆ <b>Lee</b></li> <li>◆ <b>Mesa Verde</b></li> <li>◆ <b>Pleasant Valley</b></li> <li>◆ <b>Rogers</b></li> <li>◆ <b>Whittier</b></li> </ul>	<ul style="list-style-type: none"> <li>◆ <b>Tascosa High</b></li> <li>◆ <b>Austin</b></li> <li>◆ <b>de Zavala</b></li> <li>◆ <b>Houston</b></li> <li>◆ <b>Avondale</b></li> <li>◆ <b>Bivins</b></li> <li>◆ <b>Carver</b></li> <li>◆ <b>Carver ECA</b></li> <li>◆ <b>Coronado</b></li> <li>◆ <b>Olsen Park</b></li> <li>◆ <b>Paramount Terrace</b></li> <li>◆ <b>San Jacinto</b></li> <li>◆ <b>Wills</b></li> <li>◆ <b>Wolflin</b></li> <li>◆ <b>Woodlands</b></li> </ul>



**Rod Schroder**  
Superintendent

## Notification Letter

Dear Parent/Guardian:

I want to welcome you and your child to Amarillo Independent School District. Please be assured that Amarillo ISD diligently works to provide a safe place for children to learn and grow. Since our future is dependent upon every child in our community growing up to become a productive, contributing member of society, our focus is on academic achievement, independent thinking and problem solving, as well as good character and citizenship. These goals can only be accomplished through a combined effort on the part of students, parents and school personnel. We welcome you to be part of a terrific team!

This Student Handbook is designed to inform you and your child of the type of conduct expected in the Amarillo Independent School District. It contains the Student Code of Conduct and Code of Ethical Behavior for Extracurricular Activities for our school district. The Student Handbook is available online at [www.amaisd.org](http://www.amaisd.org) or it may be accessed at your child's school. Your child will receive from his/her school the Acknowledgement of Receipt/Access form along with other forms that will require your signature. These forms can also be found online at the above website. After you and your child review this information **please sign all of these forms and return them to school**. If your response is not received by the date established by your school, we will assume that you agree with and accept the policies and rules stated.

If you have any questions or concerns regarding your child's education, please do not hesitate to call the campus principal.

Sincerely,

Rod Schroder

# Amarillo Independent School District

## Executive Team

**Rod Schroder**  
*Superintendent*

**Daniel Coward**  
*Assistant Superintendent  
Personnel*

**Les Hoyt**  
*Assistant Superintendent  
Administration*

**Gary Allen**  
*Chief Officer  
Technology*

**Pati Buchenau**  
*Executive Director  
Finance and Budget*

**Gary Angell**  
*Executive Director  
Amarillo High Cluster*

**Doug Loomis**  
*Executive Director  
Caprock Cluster*

**Kevin Phillips**  
*Executive Director  
Palo Duro Cluster*

**Stan Chatman**  
*Executive Director  
Tascosa Cluster*

**Holly Shelton**  
*Program Director  
Communications*

**Susan Hoyl**  
*Director  
Community Relations*

**Denise Blanchard**  
*Program Director  
Community Partnerships*

## Board Members

- James Allen
- Jim Austin
- John Ben Blanchard
- Anette Carlisle
- Mary Faulkner
- Linda Pitner
- Jack Thompson

## **Registered Sex Offenders – Safety**

In the interest of keeping your child safe while he/she is playing in your neighborhood or walking to and from school, we want to urge you to stay informed as to the addresses of registered sex offenders in your area or neighborhood. You can access the Texas Department of Public Safety's sex offender data base at:

<https://records.txdps.state.tx.us/sosearch/default.cfm>

**ELEMENTARY SCHOOL HANDBOOK  
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Mission Statement

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## **INTRODUCTION**

Recognized on the state and national level for its quality programs and innovative approach, the Amarillo Independent School District is committed to a students-first approach, a tradition that has stood firm since the District's first school opened in 1889. Amarillo ISD encompasses about 70 square miles in Potter and Randall counties of the Texas Panhandle and serves a city of more than 177,000 people. AISD students are offered a quality academic program and a well-rounded extracurricular program in the District's thirty-seven elementary schools, one sixth grade campus, nine middle schools, four high schools, one magnet high school, and one alternative campus.

Amarillo ISD is the home of an elementary magnet school which centers on technology, several middle schools providing various magnet programs, and a magnet high school offering several specialty areas of study.

Fully accredited by the Texas Education Agency, AISD enjoys a wonderful partnership with the Amarillo community. Increasingly diverse in ethnic and socioeconomic make-up, the District offers a rich variety of programs to meet the needs of all students.

## **STATEMENT OF PURPOSE**

In an effort to inform students about programs, courses, and expectations, Amarillo Independent School District has prepared this document with students and parents/guardians in mind. The purpose of this handbook is to present basic information concerning school policies and opportunities in the thirty-seven Amarillo elementary schools. Students are responsible for abiding by this information.

## **ANNUAL NOTIFICATION OF RIGHTS**

The District shall give parents/guardians of students in attendance or eligible students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the location where copies of the policy may be located, including notice of right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. Parents/guardians of students identified as having a primary or home language other than English shall be notified in that language. 20 U.S.C.A. 1232 (g), (e); 45 C.F.R. 99.5, 99.6. Interested parties should contact the principal of the school. All records are kept in the office.

The Amarillo Independent School District does not discriminate on the basis of race, religion, color, national origin, 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

This District periodically applies pesticides. Information concerning these applications may be obtained from Jim Lawson at 326-1500.

## **GENERAL INFORMATION**

### ***WELCOME TO ELEMENTARY SCHOOL***

The mission of the Amarillo Independent School District is that elementary schools provide all students with the opportunity to develop themselves into well-adjusted citizens with skills that will enable them to become productive in our community.

The key to success of each student and to schools as a whole is the concern and involvement of parents/guardians. The District encourages parents/guardians to stay in close contact with the student's teachers and counselor and to take advantage of parent/guardian involvement opportunities by joining parent/guardian organizations, serving as a VIP (Volunteers in Public Schools) or as a resource person in classrooms. By working together, parents/guardians and staff can ensure a successful, happy, and enriching experience for students during their elementary school years.

This handbook has been prepared to provide parents/guardians with essential information; however, we could not anticipate every question. Please feel welcome to call or visit your school at any time. We are looking forward to a successful and rewarding school year!

### ***AMARILLO ISD ELEMENTARY SCHOOL PHILOSOPHY***

The Amarillo Independent School District elementary school philosophy seeks to encompass an effective and efficient teaching/learning process that reflects the general value and belief system of the community, the knowledge base of available research, and concern for the dignity and self-worth of each individual learner. Amarillo's elementary schools will foster a positive environment for meeting the changing and unique social, emotional, intellectual, and physical needs of students. To accomplish these goals, the elementary school system of Amarillo will:

- create an atmosphere in which each student can develop a positive self-image and learn to respect others;
- emphasize basic skills as the foundation for life-long learning;
- provide opportunities for each student to experience success in the school setting;
- recognize and reward positive performance in all areas;
- offer varied exploratory experiences to expose all students to a wide range of subjects;
- offer a variety of activities that will allow each student to develop intellectually, physically, and socially;
- support the core values of honesty, integrity, personal responsibility, and self-discipline;
- assist the student in the development of decision-making, problem-solving, and higher-level thinking skills;
- encourage individual creativity, curiosity, and initiative; and
- maintain supportive, complementary relationships between the school and the home, and between the school and the community.

### ***PARENTAL INVOLVEMENT AND RESPONSIBILITIES***

1. that you send your child to school every morning clean, healthy, rested, suitably dressed, adequately nourished, on time, and ready to learn;
2. that you are interested in every phase of what your child does and that you let your child know your interest and concern by listening enthusiastically, lovingly, and often to him/her, and by participating in our school activities;
3. that your child understands the importance of respect and cooperation with teachers, staff, and other students;
4. that you enrich your child's life with suitable experiences, by talking, by listening, by reading, and by loving him/her;
5. that you hold your child to reasonable standards of conduct;
6. that you make an effort to communicate your concerns with the school;
7. that you support the parent/teacher organizations;

8. that you be an interested and informed partner with your school in the education of your child; and
9. that you are responsible for keeping your child's cafeteria account current – money can be placed into your child's account at any time.

### ***ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION***

In accordance with 40 CFR Part 763 of the Asbestos Hazard Emergency Response Act (AHERA) Section 763.93 pertaining to the Asbestos-In-School Identification and Notification Rule, the Amarillo Independent School District hereby notifies all concerned parties of the availability of the Asbestos Management Plan for the District.

The plan and a copy of inspections and assessments are available for review during office hours, Monday through Friday, in all school offices and in the Amarillo ISD Maintenance Office located at 905 East Street. Should any interested parties desire to view the plan, please contact the principal, assistant principal, or school secretary at the school, or Janie Archer at the Maintenance Office 326-1500. The Management Plan includes inspection and physical assessment reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and program for regular surveillance of asbestos-containing materials. Every three years, an accredited, licensed inspector will conduct an inspection of all known or assumed asbestos-containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff, and visitors. Uncontrolled asbestos contamination in buildings can be a significant environmental and health problem. In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials and to take the appropriate actions to control the release of asbestos fibers.

As required by 40 CFR Part 763.92, a six-month periodic surveillance will be conducted to check the condition of asbestos-containing materials and to determine if any action is needed. The Asbestos Management Plan will be maintained continually and notification of the availability of the plan will be issued each year.

### ***CHILD ABUSE REPORTING***

Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect. A professional may not delegate to or rely on another person to make the report. A "professional" is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers. *Family Code 261.101(b)*

A person commits a class A misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. *Family Code 261.109* Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate, as addressed in 19 TAC 249. *19 TAC 61.1051.*

### ***EMERGENCY STATUS WITH A STUDENT***

According to Texas Health and Safety Code 595.004 and 611.004, AISD will notify parents when their child may need immediate medical/psychological/psychiatric assistance. Parents will be given a list of emergency contacts and telephone numbers to obtain assistance.

Parents are strongly encouraged to contact the school counselor upon your child's return to school and share the medical/psychological/psychiatric recommendations concerning your child's situation and needs.

It is imperative for school personnel to be aware of your child's specific needs so we can work together to provide the support needed while at school. Please bring all information shared by the medical provider with you for a smooth transition back to school.

### ***LOCKERS***

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the items left in his/her locker. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

### ***PEST CONTROL***

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents/guardians who want to be notified prior to pesticide application inside their child's school assignment area may contact the school.

### ***REGISTRATION CARDS***

Each student MUST complete a registration card listing his/her date of birth, parent/guardian name and work number, and information concerning medical treatment, required in case of an emergency. Parents/guardians should update this information as often as necessary. The State of Texas requires that this be signed by a parent/guardian. The District must record the name, address, and date of birth of the person enrolling a child.

### ***SKYWARD FAMILY ACCESS***

The district provides a service to all AISD parents called *Skyward Family Access*. The link to Family Access is available on the AISD home page below the school calendar. With secure access to this program, parents can stay up to date on grades, missing assignments, attendance, schedules and health information for each of their children. Parents should contact the school office to receive login and password information.

### ***STUDENT'S RIGHT TO PRAY***

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

### ***TIPS FOR PARENTS/GUARDIANS***

1. Help your child arrange a study place and time. The study place should be away from interference and distractions and should be comfortable, cool, and have adequate lighting.
2. Insist that proper books, supplies, and instructions for homework regularly be brought home from school. Even if homework was done at school, it can be brought home to be checked.
3. Provide as many study resources as possible: a good dictionary, pens, pencils, writing areas, etc. Remember, your interest communicates the importance that you place on academic success to your child.
4. Firmly and fairly communicate to your child that he/she is expected to do his/her best work in school and turn work in on time. Help your child establish a specific location for completed homework so that it won't be forgotten the next day. (For example, a shelf by the door the child exits in the morning).
5. Be available to assist your child at strategic points in studying. Many, if not most students, need to "hear" what they are trying to learn and not just study silently. Parents/guardians can be very helpful in this area.
6. Let your child know that you will be checking his/her notebook, backpack, etc. daily to see what is happening in school. Check for messages, work sheets, and homework.

7. Help your child develop control and responsibility by learning that positive consequences occur when directions are followed, assignments are done well, and there is a cooperative classroom behavior and attitude.
8. Try to schedule some quality time with your child. A pleasant and secure home atmosphere promotes a good student attitude and adequate concentration capabilities.
9. Encourage good grooming, appropriate social skills, and courteous behavior.
10. Do not hesitate to call the school to schedule an appointment with a teacher, counselor, or principal.

## **POLICIES**

### ***ABSENCES REQUESTED BY PARENT/GUARDIAN***

When it is necessary for a student to be absent from school for reasons other than personal illness or illness or death in the family, the parent/guardian should write a note at least one week prior to the absence explaining the need for the absence.

### ***ATTENDANCE***

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. A student who is in attendance less than 90% of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence or have the parent telephone, verifying the absence. The school district allows ten excused days with a phone call or letter/note from a parent. Any absences after the ten days will be unexcused unless a doctor's note is provided. A doctor's note will be required if the student's absences are more than 3 consecutive days or if the reason given is suspect.

Students who are absent from school for any reason other than a school related absence may not be allowed to participate in school-related activities on that day or evening.

Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

The District will consider the following as extenuating circumstances for the purpose of granting credit for a class:

1. an excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal;
2. days of suspension;
3. participation in court proceedings or child abuse/neglect investigation;
4. a migrant student's late enrollment or early withdrawal;
5. days missed as a runaway;
6. completion of a competence-based program for at-risk students;
7. late enrollment or early withdrawal of a student under supervision by the Texas Youth Commission;
8. teen parent absences to care for his or her child;
9. participation in a substance abuse rehabilitation program;
10. homelessness;
11. board-approved extracurricular activity or public performance, subject to established limitations;
12. required screening, diagnosis, and treatment for Medicaid-eligible students;
13. documented health care appointment, if the student begins classes or returns to school on the same day as the appointment;
14. juvenile court proceeding documented by a probation officer;
15. absence required by state or local welfare authorities;
16. temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness or an illness or death in the immediate family.

An attendance committee will be appointed by each school to hear appeals from students who are in attendance less than 90% of the days the class is offered. The committee will consist of the student's teacher(s), counselor, and the principal or his or her representative. The attendance committee will have the authority to:

1. grant credit for excessive absences;
2. offer alternative ways for students to make up time and school work missed; or
3. deny credit.

### ***COMPULSORY ATTENDANCE***

Success in school is very closely related to good attendance. Texas Compulsory Attendance Law requires that all children between the ages of 6 and 18, unless otherwise exempt, be in attendance each school day for the entire time that instruction is offered. If a student is absent for ten (10) or more days or parts of days within a six-month period, or three or more days or parts of days within a four-week period:

- the student's parent is subject to prosecution under Section 25.093; and
- the student is subject to prosecution under Section 25.94 of the Texas Education Code.

On enrollment in prekindergarten or kindergarten, a child shall attend school and comply with the district's attendance policies.

Parents will be notified if absences show signs of becoming excessive. By monitoring student attendance, it is often possible for parents to identify and remedy potential problems before any action by school authorities is necessary. Please feel free to contact your student's school any time you have questions concerning his/her attendance.

### ***BUSES***

#### *Durham School Services – Bus Riders Rules and Regulations*

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include – but not be limited to – the following:

- The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
- Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
- Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
- Students will wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
- Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
- Students must keep their hands, head, feet, and personal objects inside the bus at all times.
- Scuffling, shoving, or fighting is prohibited on the bus and at established bus stops.
- Littering or throwing items inside or from the bus is prohibited.
- Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to engage in loud talking, yelling, the use of profanity, inappropriate language or gestures on the bus.
- Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, fireworks, etc.).
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.

## **Road Emergency**

- Remain in the bus unless otherwise instructed by the driver.

## **Disciplinary Action**

- First Offense: The student will receive a verbal warning.
- Second Offense: A written warning will be issued to the student.
- Third Offense: A three-day suspension will be issued to the student.
- Fourth Offense: A ten -day suspension will be issued to the student.
- Fifth Offense: A thirty-day suspension will be issued to the student.

Severe Clause: If a student's conduct seriously jeopardizes the safety of other students and the driver, a suspension will be immediately placed into effect.

## ***CELLUAR PHONES, WALKIE TALKIES, PAGERS AND BEEPERS***

**Amarillo Independent School District is not responsible for lost or stolen devices while in students' or school's possession. Further, Amarillo ISD will not be responsible for any fees incurred by student or parent during the time the phone is confiscated.**

The District prohibits the possession of cellular phones, walkie talkies, and pagers/beepers at all elementary schools. Students who violate this policy shall be subject to established disciplinary measures. Administrators shall have the discretion to confiscate these devices and hold until the second week of June.

First offense: The device will be returned to the parent.

Second offense: The device will be held by the school until the second week of June.

## ***CHECK-IN PROCEDURE***

Students who report to school after the school day has begun must report to the office before going to class.

## ***CHECK-OUT PROCEDURE***

Early dismissal requires communication with parents/guardians and also requires the student to sign-out in the office at the time of dismissal. Each campus reserves the right to request identification at the time of dismissal.

## ***CLOSED CAMPUSES***

### **K – 8 Campuses**

Students attending District schools in grades K-8 shall not be allowed to leave campus during the lunch hour. The principal or designee shall consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

## ***COMMUNICABLE DISEASES/CONDITIONS***

Parents/guardians of a student with a communicable or contagious disease are asked to telephone the school nurse/principal regarding the student's illness. A student who has a reported communicable disease as stated by the Texas Department of Health will not be allowed to come to school while the disease is contagious. See Appendix B for information on bacterial meningitis.

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

### **School Materials**

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

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

### **Nonschool Materials – From Students**

Students must obtain prior approval from the principal or designee 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 and must meet the limitations on content established in policy FNAA(LOCAL). The decision regarding approval will be made within two school days.

Each campus has designated an area where approved nonschool materials may be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal the decision of the principal or designee in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without 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 for distribution, any nonschool material must be submitted to the program director for community partnerships for prior review. To be approved, any nonschool material must meet the limitations on content established in policy GKDA(LOCAL), must include the name of the sponsoring person or organization, and must comply with all other provisions contained in policy GKDA(LOCAL) and the District's stated procedures regarding distribution of materials from commercial businesses and distribution of materials from non-profit organizations. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

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

## ***DRESS CODE***

Student dress and grooming is primarily the responsibility of students and their parents; however, the school's responsibility is to maintain a proper atmosphere for learning at school. Personal appearance is an important factor in developing and maintaining such an atmosphere.

Style is very important, but some types of dress and grooming are more appropriate for specific types of activities and/or locations than others. Experience has shown that extremes in dress and grooming lead to disruption of the learning process.

The principal of each school has the authority to make final decisions on questions of dress and grooming. Any student not adhering to the guidelines presented herewith will be subject to appropriate disciplinary action.

**GUIDELINES:** Beginning in the third grade, guidelines are as follows:

1. Hair is to be neat, clean, well groomed, and styled so that vision is not obstructed. Beards and mustaches shall be kept clean and neatly trimmed.
2. School clothing is to be in good taste, clean, neat, and styled for school activities.
3. Clothing shall not advertise, condone, depict, or promote the use of alcohol, tobacco, drugs, suicide, death, violence, and/or vulgar or obscene language.
4. Some type of sandal or shoe must be worn at all times.
5. Wearing either identified gang apparel or wearing clothing in a gang-style, as identified by law enforcement agencies, is prohibited.
6. Dresses, skirts, shorts, and pants shall be of a length that is not distracting. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the side. The top of any slits and/or holes in outer garments shall comply with the required dress code length. Waistbands of all dresses, skirts, shorts, and pants shall be secured at the waistline.
7. All shirts shall be of a length that is not distracting. All shirts when worn as the outer garment shall be:
  - a. Of a length what will stay tucked while walking and/or sitting
  - b. Of a length that covers the shoulder from the base of the neck to the tip of the shoulder.
  - c. Designed so that the neckline does not reveal cleavage.
  - d. Designed to cover all undergarments, including the sleeve line and neckline.
8. Experience indicates that the following types of wearing apparel can be reasonably forecast to disrupt, interfere with, disturb, or detract from the learning environment and are therefore not to be worn to school:

CATEGORY	Specific item of clothing that shall not be worn to school include:
All	Gang-associated clothing or colors
All	Overly tight and improperly fitted garments
All	Clothing items that reference violence, death, or suicide
All	Clothing items that reference alcohol, tobacco, or drugs
All	Clothing items that can be seen through
Other	Headwear may not be worn inside buildings, except for religious reasons
Other	Pajamas
Other	Visible underwear (straps, etc.)
Other	Lingerie (worn as outerwear)
Pants/Shorts/Skirts	Baggy/sagging clothing
Pants/Shorts/Skirts	Biker shorts
Pants/Shorts/Skirts	Distracting
Pants/Shorts/Skirts	Tight
Pants/Shorts/Skirts	Underwear-type
Pants/Shorts/Skirts	Length of garment must extend to fingertips
Pants/Shorts/Skirts	Garment must be secured at the waist line
Shirts	Backless tops
Shirts	Bare midriffs
Shirts	Halter tops
Shirts	Low-cut necklines (no cleavage)
Shirts	Muscle
Shirts	Spaghetti straps
Shirts	Strapless
Shirts	Tank tops
Shoes	Shoes with hidden wheels

## **Exceptions**

The principals, in cooperation with coaches and sponsors, may adopt additional guidelines as they deem appropriate for students who participate in extracurricular activities.

Principals may approve limited exceptions to the dress code for certain campus-initiated events or special days such as Spirit Day, Hat Day, Drop Everything and Read (Dear) Day, etc.

## ***EMERGENCY DRILLS***

### **Fire drill procedures include:**

Fire drills are established in compliance with state and local fire regulations and are conducted for the purpose of acquainting students with what to do in case of an emergency. Fire drills are conducted periodically during the school year. Fire drill regulations and procedures will be posted in each classroom. Teachers should review these regulations with students and students are responsible for observing them. Regulations include:

1. There is to be no talking.
2. Take books or wraps if accessible.
3. Walk rapidly. Do not run.
4. Walk in single-file at all times.
5. The first person to exit should secure the door in an open position.
6. The last person leaving the classroom should close the door.
7. Lines should stay intact so that roll can be taken after the building is evacuated.
8. With the teacher leading, lines will return to their room in reverse order when the all-clear bell is sounded.
9. If there is an alarm during lunch periods or any other time, those in corridors will keep to the right and leave by the first exit.

### **Tornado drill procedures include:**

1. Tornado warnings will come from the U. S. Weather Bureau or City of Amarillo Department of Emergency Management.
2. Teachers will be notified by the principal if an emergency tornado condition exists in the Amarillo area.
3. Tornado emergency drills will be ordered over the public address.
4. Teachers will accompany their students in a compact group to the designated shelter area.
5. Students should be quiet and orderly, always ready to hear any command.

There is no reason to hurry. Alarms will be sounded in ample time. Students will be led back to classrooms at the end of the drill. Should a disaster actually strike a school building, the teacher's chief responsibility is to remain with the group and look after the students to the best of his/her ability.

## ***EMERGENCY SCHOOL CLOSING***

The Superintendent is authorized by the School Board to close the schools if prevailing or potential hazards threaten the safety and well-being of pupils and employees. The decision to close shall be made by the Superintendent after consulting, when time permits, with the Board and other community agencies responsible for the safety and well-being of the community. Public announcements and releases to news media shall be made by the Superintendent.

## ***FOOD SERVICE***

The District participates in the National School Lunch Program and offers free or reduced-price breakfasts and lunches based on a student's financial need. Information and applications will be distributed district wide at the beginning of each school year and will be available through the school office. Information can be obtained from the Food Service office, Education Support Center, 7200 Interstate 40 West, telephone

326-1266. An online meal application can be filled out at [www.amaisd.org](http://www.amaisd.org) at any time during the current school year. At the beginning of the year, parents will be informed about prices for extra food items that may be purchased in addition to the regular cost of the meal.

### ***CHARGING SCHOOL MEALS***

Amarillo Independent School District's policy is that no child goes hungry. This policy is adopted by all schools in the District and is to be proactive in parent notification and is to be age appropriate. Parents and or guardians are responsible to maintain their child's account throughout the entire school year. The charges are for reimbursable meals only. Absolutely no ala carte items are to be charged. The policy is as follows:

- Elementary School: 4 charges
- Faculty members: 1 charge

A "no charge" policy takes affect for the remainder of the school year starting the second Monday in May.

### ***NOTIFICATION***

#### **Elementary Schools (K-5)**

When the student's money account goes under \$5.00 the child will be verbally reminded they need money in their account. Also a weekly balance statement will be sent home in child's folder indicating if they have a negative balance.

After the first charge a reminder coupon "Need Lunch Money" will be given to the student.

After the second charge a note will be sent to the parent or guardian stating the amount of money owed.

After the third charge a phone call will be made to the parent or guardian.

After the fourth charge the student will receive a free and reduced Meal Application and a written note of charges due to the food service. Anyone needing financial assistance, even for a temporary period, may fill out an application for free and reduced meals.

**After four charges the student will receive a complimentary choice of peanut butter and jelly sandwich or cheese sandwich and milk.**

Parents will have five (5) days to satisfy the balance, return a completed meal application, or make other arrangements with the campus Principal. Upon investigation and documentation, the Principal may sign a Meal Application to provide free meals to a needy student whose parents are unresponsive.

**Every student will be treated with dignity and respect by food service staff.**

**Unpaid charges and positive balances will be carried over from year to year and from school to school within the District.**

**Who can get free meals or reduced price meals?**

Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free meals or reduced price meals if your household income is within the free/reduced limits on the Federal Income Guidelines. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. Meal applications are available at the campus cafeteria and the school office.

## ***GANG-FREE ZONES***

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. The increased punishment applies only if the person committing the crime is 17 or older. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

## ***HARASSMENT/BULLYING***

**House Bill 283, Tex. Educ. Code, Sec. 25.0342** prohibits bullying and gives the parent of a student who is a victim of bullying the right to request that their child be transferred to another classroom or campus, other than the classroom or campus the bully attends.

See Board Policy Code FFI (Local) at [www.tasb.org/policy/pol/private/188901/pol.cfm?DisplayPage=FFI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/188901/pol.cfm?DisplayPage=FFI(LOCAL).pdf) for reporting purposes.

Parents and students can anonymously report bullying at [www.amaisd.org/index.php?hard=scripts/bullyReport.php](http://www.amaisd.org/index.php?hard=scripts/bullyReport.php).

## ***SEXUAL HARASSMENT***

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, according to the nature of the offense.

All students are expected to treat one another courteously and with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student, ordinarily, will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within 10 days, may request a conference with the Superintendent or designee by following the procedure set out in Board Policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Amarillo Independent School District strives to ensure that all of its students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. Amarillo Independent School District will make every effort to handle and respond to every charge and complaint filed by students, parents and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights to all victims and alleged perpetrators.

## ***REGISTERED SEX OFFENDERS***

Senate Bill 6 adds Subchapter I, Placement of Registered Sex Offenders, to Chapter 37 requiring the immediate removal of a student from the regular classroom on the receipt of notification that the student is required to register as a sex offender. The district follows procedures to determine and review the appropriate alternative placement; DAEP or a regular classroom.

## ***HEALTH SERVICES AND REQUIREMENTS***

Our clinic is staffed by a school nurse or health clerk during student hours each day for emergency care. If a student is injured or becomes ill at school, our nurse or health clerk will contact you; therefore, it is very important that we have current telephone numbers on file in the nurse's office.

## ***IMMUNIZATION***

Upon enrollment, a student must be fully immunized against certain diseases or must present an affidavit of exemption that, for reasons of conscience or medical reasons the student will not be immunized.

### **Conscientious Exemption:**

On June 10, 2003, House Bill 2292 was passed allowing an exemption to immunization requirements for reasons of conscience, including religious beliefs. A parent/guardian must submit a written request for an immunization exemption affidavit through the United States Postal Service (or other commercial carrier), by facsimile, or by hand delivery to the department's Bureau of Immunization and Pharmacy Support, 1100 West 49<sup>th</sup> Street, Austin, Texas 78756. The affidavit will be valid for a two year period.

### **Medical Exemption:**

A student must present an affidavit or certificate signed by a physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion the immunization required, would be injurious to the health and well-being of the applicant or any member of his/her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect.

### **Provisional Enrollment:**

A student may be provisionally enrolled if he/she has begun the required vaccine series, and if receiving subsequent immunizations as rapidly as medically feasible. If a student is transferring from another Texas school he/she may be enrolled for 30 days while awaiting the transfer of the immunization record. Children of military families who are moving to Texas from out-of-state and awaiting the transfer of immunization records may be provisionally enrolled for 30 days. A student who is homeless, as defined by the McKinney Act, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available.

### **Required Immunizations:**

Texas state law requires immunization records for all students. These records are to be submitted and **current** at the **time of registration**. Records must show the month, day, and year of each dose of vaccine, and must be validated by public health, school records, military records, or your physician. The following immunizations are required by law: Diphtheria-Pertussis-Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, and Varicella. You will be notified by your school nurse if your child's immunizations are not up-to-date. Medical and Conscientious exemptions are acceptable if the proper affidavit for exemption is submitted to the school upon enrollment. Questions regarding acceptable affidavits can be answered by the Department of State Health Services or your school nurse.

- **Pre-K** requirements are as follows: Diphtheria-Pertussis-Tetanus, Polio, Measles, Mumps, Rubella, Hib, Hepatitis A, Hepatitis B, Varicella and Pneumococcal.
- In the 2011-2012 school year, **Kindergarten, first and second grade students** will also require the following: **DPT, Polio, two doses of MMR** (with the 1<sup>st</sup> dose on or after the 1<sup>st</sup>

birthday), two doses of Hepatitis A (1 dose on or after 1<sup>st</sup> birthday) and two doses of Varicella (1 dose on or after 1<sup>st</sup> birthday, or parent/physician statement of chickenpox illness).

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

- Students shall be permitted to make up assignments and tests after an absence.
- Students shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension or truancy.
- The teacher(s) may assign work to assure students who have been absent have sufficient opportunity to master the Texas Essential Knowledge and Skills (TEKS) or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

### ***MEDICATION***

All prescriptions and non-prescription medications must be kept in the health room and registered with the health services staff. Medication will be administered by the school nurse, health clerk or other staff members who are designated by the school principal.

Guidelines for taking prescription and over-the-counter medications are as follows:

1. Prescription drugs must be in their original pharmacy container and properly labeled from a registered pharmacist licensed to practice in the state of Texas with the student's name, current date, dose to be given, time to be given, and medication route to be administered. A written request signed and dated by the parent must accompany the prescribed medication. If the prescription medication is to be administered longer than 15 days, an order from a Texas physician or other health care professional with authority to write prescriptions is required. The parent request must be updated and on file at the beginning of each school year or when the student is prescribed the medication. Any medication that has expired will not be given at school.
2. Over-the-counter medications must be in the original container. This medication must be properly labeled, as stated above, and accompanied by a written request signed and dated by the parent. These products will not be given more than 5 days without a doctor's order. School nurses will not administer non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations.
3. Students will not be allowed to carry medications on them except for emergency medications allowed by Texas state law: an inhaler, EpiPen, or insulin. A written statement from a physician and parent/guardian allowing the student to carry and self-administer the medicine while on school property or at a school-related event is required. The physician's order and written parent permission must be on file in the student's medical records.
4. Sample medication given to you by a physician must be accompanied by a written prescription from the licensed physician, a written parent request, and on file in the student's medical records.

### ***HERBAL/DIETARY SUPPLEMENTS***

Herbal/dietary supplements will only be administered in accordance with FFAC (LOCAL).

### ***PARENT/GUARDIAN/STUDENT COMPLAINT/GRIEVANCE PROCEDURE***

Parents/guardians or students who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, a conference with the principal may be requested. If any party is not satisfied at that level, he/she can request a conference with the Cluster Executive Director. If this conference proves unsatisfactory, the party may request a conference with the Superintendent and, ultimately, appear before the School Board in accordance with Board policy. Grievance procedures can be found at <http://www.amaisd.org/> **FNG (Local) Policy – STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES.**

## ***PROMOTION***

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the course or grade level. Due to the Student Success Initiative mandates beginning in the 2004-2005 school year, fifth grade students are required to pass the Reading TAKS and Math TAKS test to be promoted to the sixth grade. 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.

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in each of the following core areas: Language arts, reading, mathematics, science, and social studies.

A student is now required to pass all core subjects each year to be promoted to the next grade level.

The parent/guardian of any student failing a subject or course for any semester shall be notified by the District as soon as practical of any summer program available in the District that may permit the student to successfully complete the failed subjects or courses.

## ***STUDENT SEXUAL ACTIVITY AND PREGNANCY LAW AND REPORTING PRACTICES***

The Texas Family Code § 261.101 requires teachers, nurses and employees licensed or certified by the state to report abuse or neglect and suspected abuse or neglect of a child to proper state authorities. The term “abuse” includes sexual assault and indecency with a child. The Texas Penal code defines almost any activity of a sexual nature, involving one or more persons under the age of seventeen, as either a “sexual assault” (Texas Penal Code § 22.011) or “indecency with a child” (Texas Penal Code § 22.11). District personnel will report any instances in which a child under the age of seventeen is pregnant or engages in or is subjected to conduct described in sexual assault or indecency with a child statutes.

## ***STUDENT EDUCATIONAL RECORDS***

When a student moves to another school district, AISD will forward the student’s records to the new district upon receiving a request from that district.

By law, both parents/guardians, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The District’s policy regarding student records is available in Appendix A.

## ***TARDIES***

Each elementary campus has developed its own policy. Parents of students will be informed of the tardy policy at the beginning of the school year. Unexcused tardies may result in disciplinary action.

## ***TEXTBOOKS***

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. Books must be covered by the student, as directed by the teacher; a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school may lose the right to have free textbooks assigned until the book is returned or paid for by the parent/guardian. A student shall be provided textbooks for use at school during the school day.

## ***TRANSFERS***

Amarillo ISD students may apply for transfer from one school to another on an annual basis. Transfer applications must be submitted to the receiving school by May 1<sup>st</sup> of each year. Applications for transfer may be obtained at any Amarillo ISD school. Applicants must be notified of acceptance or rejection not later than two (2) weeks prior to the beginning of school.

## ***SEXUAL ASSAULT TRANSFERS***

**House Bill 308, Tex. Educ. Code, Sec. 25.0341** addresses the transfer options when a student has been a victim of sexual assault or aggravated sexual assault under the penal code.

Upon the request of the victim's parent or guardian, the district must transfer the student who is the victim of the sexual assault to a different campus in the district. If the victim does not want to transfer the district must transfer the student who engaged in the offensive conduct to a different campus at which the victim is not assigned.

## ***TUTORING***

Schools offer tutorials. For information concerning your school, contact the principal, counselor, or teacher.

## ***VISITORS***

Parents/guardians and other visitors are welcome to visit the school. All visitors must first report to the office. Each campus is required to request I.D. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

# **STUDENT SERVICES**

## ***BILINGUAL AND ENGLISH AS A SECOND LANGUAGE***

The Amarillo ISD coordinates and implements quality programs for English language learners. ELL students who enter the Amarillo ISD in grades PK-5 that qualify for language program services are placed in a Bilingual or ESL program. ELL students that are served in the AISD Bilingual or ESL program will reach full proficiency in English, pass all state-required academic assessments and meet graduation requirements.

## ***CHILD FIND SECTION 504 NOTICE***

Pursuant to Section 504 of the Rehabilitation Act of 1973, Amarillo ISD has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students residing within Amarillo ISD boundaries. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation, and placement, please contact the 504 District Coordinator at 326-1300 or by mail at 7200 I-40 West, Amarillo, TX 79106.

## ***COUNSELING***

Counseling services may be provided to students through individual, group, and/or classroom guidance.

Your child may see the counselor by:

- Self-Referral
- Teacher Referral
- Parent Referral
- Administrative Referral
- Special Services Referral
- Referral by a Friend

The goal of the professional school counselors is to assist every student in achieving their maximum potential within the school setting.

School counselors honor confidentiality with students and families unless imminent danger to self or others is suspected. Parents should feel confident in knowing that counselors will always report any dangerous behaviors or threats students present.

### ***DRUG AWARENESS PROGRAM***

The Amarillo Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a Student Code of Conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this Student Code of Conduct is mandatory, and students shall be disciplined if they are found to have violated it.

The District's policies and its Discipline Management Plan provide for strict disciplinary sanctions for alcohol and drug related offenses. If a student violates the Student Code of Conduct, he/she will be placed in an alternative educational placement, or expelled; in addition, he/she may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of alternative education placement and expulsion are set out in the District's policies. The principal of your school will be glad to provide you access to or a copy of these policies.

Depending on the nature and severity of a drug or alcohol related offense; a student may be required to complete an appropriate rehabilitation program in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

### ***GIFTED AND TALENTED***

Identification for the gifted/talented program is ongoing, K-12. This process includes nomination, screening, and selection based on multiple criteria. Criteria used to identify gifted and talented students have been established in a Board approved plan. The criteria must be appropriate for each area of giftedness served and must ensure the fair assessment of students with special needs which include the culturally diverse, the economically disadvantaged, and the handicapped. Data is collected from both quantitative and qualitative measures which may include but are not limited to the following: achievement tests, ability tests, teacher observations, parent observations, and a creativity test.

Elementary students at the K-8 levels may be nominated for the gifted and talented program at any time by school personnel, parents and/or community members. Students nominated should exhibit characteristics in the definition set forth in the Education Code 29.121 and local policy which reads: "...gifted and talented student means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment, and who exhibits high performance capability in an intellectual, creative or artistic area, possesses an unusual capacity for leadership, or excels in an academic field."

A selection committee, composed of at least three professional employees who are knowledgeable about the needs of gifted students and are familiar with the state guidelines for gifted and talented programs, will meet and make a final decision for the selection of student placement. All student information collected during the screening process is considered an educational record and subject to protection as written in local policy.

Parents, students, and campuses are notified in writing of selection for the gifted program. Participation in any program or services for gifted students is voluntary and permanent placement in the gifted program requires written permission from a parent or legal guardian.

The AISD Gifted and Talented Program is based on the recommendations of the Texas State Plan for the Education of Gifted/Talented students. The program is designed to serve students in the classroom through differentiated instruction and to be implemented in all grade levels in elementary school. Secondary students are served through advanced-level classes such as Pre-AP, AP (Advanced Placement) and IB (International Baccalaureate) classes at middle and high school.

The policy contains provisions for transfers, furloughs, reassessment, appeals, and exiting. A copy of the complete local policy on gifted/talented is available upon request.

### ***HOMEBOUND***

When a student becomes ill or injured and the parent/guardian learns from a physician that the student will be out of school twenty days or more, the parent/guardian should call the student's principal to request homebound instruction. The parent/guardian or student must also provide a physician's statement which should include the following information:

- Nature of disability
- Projected length of confinement
- Restricted activity
- Request for homebound teacher

Students are responsible for returning textbooks to the school at the close of the spring semester.

### ***INSURANCE***

At the beginning of the school year, the District will make available to students a low-cost accident insurance program. Premiums will be paid by parent/guardian and claims will be submitted directly to the Insurance Company with assistance from the AISD benefits office if needed. The District is not responsible for costs of treating injuries and is not liable for any other costs associated with an injury.

Before participating in extracurricular trips or in school sponsored athletics, each student must have the approved student accident insurance or have his/her parent/guardian sign a form rejecting the insurance offer and waiving any claim against the District for any injury that may result.

### ***MEDICAID – Notice to Parents***

#### ***“Freedom of Choice of Providers” (42 CFR § 431.51)***

Upon written consent from a parent, school districts are allowed to bill Medicaid (under School Health & Related Services –SHARS) for services AISD provided that were indicated on an IEP for students in Special Education who have Medicaid benefits.

School districts are required by law to make related services available to special education students who require such service in order to benefit from instruction.

A parent of a special education student, who is qualified to receive Medicaid, may request in writing someone other than the employee or contracted staff of AISD to provide the required service(s) indicated in the student's IEP. AISD will make a good faith effort to comply with the parent's request.

Good faith effort will include the following:

1. The requested provider must meet, comply with and provide all of the employment criteria and documentation that AISD normally required of its employees and contracted staff.
2. AISD can negotiate the contracted fee with the requested provider and is not required to pay the same fee that the requested provider might receive for Medicaid for similar services.
3. If AISD and the requested provider do not agree on a contract, the parties can determine whether a nonschool SHARS relationship in accordance with 42 CFR §431.51 is possible.
4. If AISD and the requested provider do not agree to a nonschool SHARS relationship, AISD will continue to be responsible for providing the required services and will notify the parent in writing that no contracted or nonschool SHARS relationship could be established with the requested provider.

Nonschool SHARS services include audiology services, counseling services, nursing services, counseling services, OT, PT, speech therapy services and psychological services delivered in an individual setting.

Nonschool SHARS services do not include evaluation/assessment, physician services, personal care services or transportation.

### ***SPECIAL EDUCATION RECORDS***

Special Education records, which are not required to be retained permanently, will be destroyed after seven years from the date of cessation of services to the student. A public notice of such destruction will be printed each year in the local newspaper. Parents/guardians are encouraged to retain copies of current data (the last comprehensive assessment, the last ARD document, etc.) in case such documents will be needed for other purposes or by other agencies.

### ***STUDENTS WITH LEARNING DIFFICULTIES*** – (Options and Requirements)

If a child is experiencing learning difficulties, the parent/guardian may contact the ***Campus Counseling Office*** 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/guardian 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 so, the parent/guardian will be notified and asked to provide consent for the evaluation. The evaluation and the report must be completed 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/guardian.

If the District determines that the evaluation is not needed, the District will provide the parent/guardian with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent/guardian of their rights if they disagree with the District. Additionally, the notice must inform the parent/guardian how to obtain a copy of the ***Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities***.

### ***TAKS TESTING***

The State of Texas Assessments of Academic Readiness (STAAR™) will replace the Texas Assessment of Knowledge and Skills (TAKS), which is the criterion-referenced assessment program that has been in place since 2003. STAAR™ includes the new grade 3–8 assessments mandated by HB 3 in 2009. The new tests will be implemented in the 2011–2012 school year.

The majority of the new STAAR assessments will test content students studied that year, as opposed to testing content studied over multiple years.

- The assessments will encompass only the curriculum for that grade or course, with the exception of science at grades 5 and 8. The science assessments at these two grades will emphasize the 5th and 8th grade curriculum standards that best prepare students for the next grade or course; in addition, these assessments will include curriculum standards from two lower grades (i.e., grades 3 and 4 or grades 6 and 7) that support students' success on future science assessments.

## **Annual Notification of Rights in Regard to Educational Records and Confidentiality**

The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

### ***DEFINITION OF TERMS***

#### ***School officials***

Includes any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

#### ***Legitimate educational interest***

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individual education plan for a student with disabilities; compiling statistical data; or investigating or evaluating programs.

### ***PARENTS OR THE REPRESENTATIVE OF THE PARENTS HAVE THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATIONAL RECORDS***

Upon request of a properly qualified individual, access to a student's educational records shall be granted within a reasonable period of time, not to exceed 45 days. The District shall respond to reasonable requests for explanations and interpretations of the records. The District will permit the parent to review and inspect only information specific to the parent's child when the record includes information on children other than the parent's child. The District will provide the parent, upon request, with a list of the types and locations of education records collected, maintained, or used by the District.

### ***THE PROCEDURE FOR EXERCISING THE RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS***

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is:

**7200 I 40 West, Amarillo, TX 79106**

Parents may be denied copies of a student's records:

- (1) after the student reaches age 18 and is no longer a dependent for tax purposes
- (2) when the student is attending an institution of post-secondary education, or
- (3) when the District is given a copy of a court order terminating the parental rights

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

### ***PARENTS HAVE THE RIGHT TO SEEK AMENDMENT OF THE STUDENT'S EDUCATIONAL RECORDS***

The parent shall provide a signed and dated written request to the District to amend the student's records if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of

privacy or other rights. If the District decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records.

If the District decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the District decides not to amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

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 records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process.

***PARENTS HAVE LIMITED RIGHTS TO CONSENT TO DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT'S EDUCATIONAL RECORDS***

Personally identifiable information in educational records shall not be released without the written consent of the student's parents, except to the following:

1. School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by the District for reasons determined in District policy.
2. Officials of other schools or school systems in which the student seeks or intends to enroll, provided that the District either:
  - a) Includes in its policies a statement that notifies the parent or student that it forwards educational records on request of the other school to such officials; or
  - b) Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).

In either case, the District shall furnish a copy of the transferred records to the parent if requested and give the parent an opportunity for a hearing to challenge the content of the record.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal-or-state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.
4. Personnel involved with a student's application for, or receipt of, financial aid.
5. State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute adopted.
  - a) Prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released, or
  - b) After November 19, 1974, if:
    1. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and
    2. The officials and authorities to whom such information is disclosed certify in writing to the District that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.
6. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be

revealed to persons other than authorized personnel of the organizations conducting the studies. Such information must be destroyed when no longer needed for the original purposes of the studies.

7. Accrediting organizations that require the information for purposes of accreditation.
8. Parents of a student who is a dependent for tax purposes.
9. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
10. Any person requesting directory information, as defined in local policy, after the District has given public notice of that definition.

### ***THE PROCEDURE FOR EXERCISING THE RIGHT TO CONSENT TO THE RELEASE OF EDUCATIONAL RECORDS***

The parent shall provide a signed and dated written consent before the District discloses personally identifiable information from a student's educational records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released.

### ***DESTRUCTION OF RECORDS***

The District shall retain educational records of students with disabilities for at least seven years after the student's graduation or dismissal from special education. The District shall inform parents when personally identifiable information collected, maintained, or used to provide special education and related services is no longer needed to provide educational services to the student. Such information shall be destroyed at the request of the parents, unless the seven-year retention period has not expired. In that case, personally identifiable information shall be deleted from the records, but they shall not be destroyed.

Once a student has graduated or withdrawn, the student's cumulative record in grades Pre-K through 8<sup>th</sup> grade will be maintained for 7 years after the student turns 19. The high school transcript will be kept permanently.

### ***CONFIDENTIALITY***

The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information.

### ***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 eligible student. **This objection must be made each school year in writing to the principal by the end of the first ten days of instruction.** [See "Notice Regarding Release of Student Information" and forms B-1, B-2, and B-3 included in the Signature Forms provided with this handbook.]

### ***Directory Information for School-Sponsored Purposes***

Amarillo ISD often needs to use student information for the following school-sponsored purposes: all district publications and announcements such as school yearbooks, student directories, athletic and fine arts programs, district or school newsletters and brochures, district or school websites, news releases and honor rolls in the local newspaper.

For these specific school-sponsored purposes, the district would like to use your child's name; address; phone number; date of birth; photograph; participation in officially recognized activities and sports; weight and height, if a member of an athletic team; grade level; most recent school previously attended; enrollment status; and

honors and awards received in school. 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.

Unless you object to the use of your child's information for these limited purposes (using form B-1 "Release of Student Information for School-Sponsored Purposes" provided with this handbook), the school/District will not need to ask your permission each time it wishes to use this information for the school-sponsored purposes listed.

***Directory Information for Non-School-Sponsored Purposes***

*For all purposes other than the specific school-sponsored purposes listed above*, the District has designated the following as directory information: student's name; address; phone number; participation in officially recognized activities and sports; weight and height, if a member of an athletic team; grade level; enrollment status; most recent school previously attended; honors and awards received in school.

From time to time, the District/school receives requests from outside companies, organizations and individuals for student directory information. Examples might include photography studios and class ring vendors, youth organizations, and media outlets. Unless you object to the release of your child's information (using form B-2 "Release of Student Information for NON-School-Sponsored Purposes" provided with this handbook), the school/District will release the above-listed information to anyone who follows the procedures for requesting it.

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

In addition to release of student information required under the Family Education Rights and Privacy Act (FERPA) to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary students enrolled in the District, unless the parent/guardian objects to the release of this information about their child. [See form B-3 "Release of Student Information to Military Recruiters, and Colleges and Universities" provided with this handbook.]

***PARENTS HAVE THE RIGHT TO FILE COMPLAINTS***

Parents or 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 the law regarding student records.

## **BACTERIAL MENINGITIS**

### ***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 one year old) 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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### ***WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?***

Seek prompt medical attention.

### **FOR 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## AMARILLO ISD STATEMENT OF PURPOSE – TECHNOLOGY EDUCATION

The Board recognizes that producing technologically competent students is fundamental to the preparation of citizens and future employees in the “Information Age.” To this end, students are expected to use computers, learn various software applications, access District network resources, and access information and complete research on the Internet (World Wide Web). All technology activities, including access to an entire world on the “web,” will be consistent with Board-approved curriculum goals. The educational value of the Internet is virtually limitless, but because it is a free, worldwide information system, unsuitable material is available. Some Internet material may be inaccurate, abusive, profane, sexually oriented or illegal. Teachers will strive to guide students towards proper Internet usage at school, and families should bear that responsibility outside of school. AISD employs hardware and software solutions to limit, monitor, and control Internet use. AISD does not condone nor permit use of objectionable material. However, it is the responsibility of each student to make prudent choices when using technology equipment or while being on the Internet and to follow the rules and guidelines below.

### ACCEPTABLE USE AGREEMENT

1. All students will review the Acceptable Use Policy, which shall be included in the Student Code of Conduct.
2. Parents will acknowledge their understanding of the Acceptable Use Policy by signing and returning the signature page.
3. Teachers will cover the Acceptable Use Policy and review proper Internet procedures (a.k.a., Netiquette) with students before students are allowed to access the Internet. Students will sign acknowledging their understanding upon completion of this review. A signed student acknowledgement will be on file at each campus for every student computer user.

### *Technology Equipment and Assets*

The following are not permitted as pertains to any communications system, computer, peripheral device, multi-media device, software, wiring, disk, and electrical connection, supplies, or data storage system:

- vandalism, intentional physical damage, or other attempts to render unusable, any of the above;
- removal of any of the above from their proper location without written permission of the principal or his/her designee;
- inappropriate or illegal use of school owned software or copyrighted materials;

### *Technology Usage*

The following activities or usages are not permitted:

- possession of, usage of, or failure to maintain confidentiality of passwords, codes or usernames that are not the property of the student;
- usage that is neither instructional nor related to student learning and curriculum (example is unauthorized games);
- introduction of any “virus” or other unauthorized material into a computer;
- changing control panel settings, configurations, systems, defaults, macros, or adding/changing passwords without permission;
- installing or downloading any software by students without permission;
- using internet to create web sites or “blogs” for malicious purposes;
- entering chat rooms, using E-mail, or other network communication tools except as an authorized part of the instructional program;

- displaying, sending, viewing or usage of (1) profanity, (2) obscenity, (3) pornography, (4) gratuitous violence, (5) threats/harassment, (6) offensive, attacking messages, (7) racism, except in the context of learning about racism in a curriculum, (8) sites promoting abhorrent behavior such as “bomb making”;
- use of school computers, networks or the Internet for any political, commercial, for profit, or illegal activity;
- accessing or attempting to access (1) a school computer without permission, (2) official school records under any circumstances;
- unauthorized disclosure, use, and dissemination of personal information regarding minors;

Student must immediately notify a staff member if he/she accidentally accesses an inappropriate Internet site.

Use of the Internet and/or e-mail is not private. Personnel who operate the system have access to Internet usage information and e-mail content. Inappropriate use will be reported to the appropriate personnel.

### *Consequences of Student Violation of Rules and Procedures*

1. Violations may result in loss of access at the discretion of the teacher/administrator; alternative work may be substituted.
2. Serious or repeat violations will be handled like any other discipline issue as specified in the AISD Student Code of Conduct.
3. When applicable, law enforcement agencies may be involved as per the Texas Education Code, Title 2, Subtitle G, or the Texas Penal Code.

### *Exceptions*

No exceptions to the above listed rules and procedures shall be made at any campus except with the expressed consent of the Superintendent or his designee.

### **NETIQUETTE ON THE INTERNET**

All users of AISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal address, phone numbers, or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to, or in support of, illegal activities will be reported to the authorities.
5. All communications and information accessible via the internet, including images and multi-media, should be considered to be protected intellectual property and only used according to “Fair Use” policies.
6. Do not place unlawful information on any network system.
7. Include your signature at the bottom of e-mail messages. Your signature should include your name, position, affiliation, and Internet address.
8. Capitalize words only to highlight an important point or to distinguish a title or heading. Using all caps in e-mail is considered to be the equivalent of shouting. Asterisks surrounding a word also can be used to make a stronger point.

# **Amarillo Independent School District**

## **Mission Statement**

*Graduate every student prepared for success  
beyond high school*

## **Core Values**

*Student Performance*

*Customer Service*

*Cost Effectiveness*

*Quality Staff*