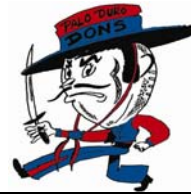
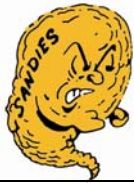


Amarillo Independent School District



High School Handbook 2011 - 2012



| <u>Amarillo High Cluster</u> | <u>Caprock Cluster</u> | <u>Palo Duro Cluster</u> | <u>Tascosa Cluster</u> |
|------------------------------|------------------------------|--------------------------|----------------------------|
| ◆ Amarillo High | ◆ Caprock High | ◆ Palo Duro High | ◆ Tascosa High |
| ◆ Bonham | ◆ AACAL | ◆ Mann | ◆ Austin |
| ◆ Crockett | ◆ North Heights | ◆ Travis | ◆ de Zavala |
| ◆ Belmar | ◆ Bowie | ◆ Johnny Allen | ◆ Houston |
| ◆ Puckett | ◆ Fannin | ◆ Eastridge | ◆ Avondale |
| ◆ Ridgecrest | ◆ Glenwood | ◆ Emerson | ◆ Bivins |
| ◆ Sleepy Hollow | ◆ Humphrey's Highland | ◆ Forest Hill | ◆ Carver |
| ◆ South Georgia | ◆ Lamar | ◆ Hamlet | ◆ Carver ECA |
| ◆ Western Plateau | ◆ Landergin | ◆ Lee | ◆ Coronado |
| ◆ Windsor | ◆ Lawndale | ◆ Mesa Verde | ◆ Olsen Park |
| | ◆ Oak Dale | ◆ Pleasant Valley | ◆ Paramount Terrace |
| | ◆ Sanborn | ◆ Rogers | ◆ San Jacinto |
| | ◆ South Lawn | ◆ Whittier | ◆ Wills |
| | ◆ Sunrise | | ◆ Wolfli |
| | ◆ Tradewind | | ◆ Woodlands |



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 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>

**HIGH SCHOOL HANDBOOK
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Mission Statement

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 four Amarillo high schools. Students are responsible for reading and 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

History of AISD High Schools

AMARILLO AREA CENTER FOR ADVANCED LEARNING (AACAL)

After receiving a National Science Foundation Grant in the 1994-95 school year, Amarillo ISD opened the Amarillo Area Center for Advanced Learning. This specialty school offers opportunities for students to enroll in classes with a concentration in science, math and technology. Specialty programs in allied health science, automotive technology, engineering, animal science and graphic design are offered. Enrollment at the Center is by application and is open to all students from the other AISD high schools. Opportunities to participate in mentorships and internships are available at the Junior and Senior levels. Amarillo ISD also allows students from other area districts to apply for admission to AACAL.

AMARILLO HIGH SCHOOL

Amarillo High School first opened in 1889 in a two room structure that had also served as the first Potter County Court House. On March 1, 1970, tragedy struck as Sandies watched their historic campus on Polk Street destroyed by fire. The present 38-acre facility on Danbury Street in southwest Amarillo brought together a new body of Sandies, who continued the strong century-old tradition of the Golden Sandstorm, now called the Sandies, with colors of black and gold. Rich tradition, academic excellence, fine arts accomplishments and athletic success continue to be part of the culture and ever growing history of Amarillo High School. "Once a Sandie, Always a Sandie"

CAPROCK HIGH SCHOOL

Caprock High School was opened in 1963 with an enrollment of 1060 to serve an attendance area in southeast Amarillo. Today the enrollment is approximately 1700 making Caprock one of two 4-A high schools in Amarillo. The school mascot, in school colors of orange and white, is the Longhorn that symbolizes strength and endurance. Individual student needs drive the instruction and curriculum. The focus at Caprock is to prepare all students to be productive citizens now and in the future.

PALO DURO HIGH SCHOOL

From 1956, when Palo Duro High School first opened its doors, the school's purpose has been to educate students and prepare them for success after high school. The first student body selected a DON as the mascot, which symbolizes a person of pride, respect and honor, and chose royal blue and white as the school colors. As the student body has grown from 628 students to over 1900 students, PDHS has continued to evolve to meet the growing needs of a diverse, multi-cultural population. From ESL classes for beginning English-speakers to Career and Technology classes to Advanced Placement and Dual Credit courses, we strive to cater instruction for the student. Palo Duro also boasts the selection of several Gates Millennium scholars. The honorable traditions in academics, athletics and fine arts that began in 1956 and are still present today illustrate why Palo Duro High School is the "Pride of the Northside!"

TASCOSA HIGH SCHOOL

Tascosa High School, a celebration in diversity, offers a heterogeneous student body a rich and winning tradition in academics, the arts, and athletics. The Rebel mascot, a character appropriate to the times of "Old Tascosa", symbolizes students who come from a wide range of backgrounds. Rebels annually receive recognition as National Merit Finalists, Academic Decathletes, and nationally recognized forensic and performing artists. Organizations, from the orchestra to NJROTC, are yearly acknowledged for state-class excellence. Tascosa's Advanced Placement Program has led to recognition as one of the "Top 1,500 High Schools in the Nation" according to *Newsweek Magazine*. The excellence in diversity extends to Rebel athletics, with individual state champions, district championships and post-district play in multiple sports. Tascosa High School is proud to offer a quality education to its students: a quality education that celebrates diversity! "Rebel Pride Never Dies!"

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.

CONFERENCES

Students and parents/guardians may expect teachers to request a conference:

- if the student is not maintaining passing grades or achieving the expected level of performance;
- if the student presents any other problem to the teacher; and
- in any other case the teacher considers necessary.

A student or parent/guardian who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent/guardian who wishes to confer

with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher calls the parent/guardian during a conference period or at another mutually convenient time.

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.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. the materials for a class project that the student will keep;
2. membership dues in clubs or student organizations and admission fees to extracurricular activities;
3. security deposits;
4. personal physical education and athletic equipment and apparel;
5. voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.;
6. voluntary purchase of student accident insurance;
7. musical instrument rental and uniform maintenance, when provided by the District;
8. personal apparel used in extracurricular activities that becomes the property of the student;
9. parking fees and student identification cards;
10. fees for damaged library books, textbooks, and school-owned equipment;
11. fees established by the State Board for driver training courses, if offered;
12. fees for optional courses offered for credit requiring use of facilities not available on District premises;
13. summer school courses; and
14. fees for uniforms and damage to uniforms.

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the building principal.

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 security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The school asks parents/guardians to:

- Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Stay informed on school activities and issues – our school's newsletter, "Back to School" nights in the fall and spring, and parent/booster club meetings provide good opportunities for learning more about the school.

- Become a school volunteer. For further information, contact your school.
- Participate in campus/parent/guardian organizations. The activities are varied, ranging from band boosters to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. Parents/guardians may wish to visit the school library to review the most recent planning report approved by the Board for addressing student performance issues in the District. In addition, after receipt from TEA, the school will provide all parents/guardians a copy of the "school report card" containing a comparison of the school's performance in relation to the District, the state, and a comparable group of schools. For further information, contact your school.
- Monitor their children's progress and contact teachers as needed. Conferences may be arranged as shown in the section on Conferences, page 3.

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.

POLICIES

ABSENCES

1. When a student is absent, he/she should have his/her parent/guardian call the school's attendance office on the morning of the absence. A phone call is needed each day of an absence.
2. In case the parent/guardian does not contact the school, the student must bring a written statement from his/her parent/guardian explaining the absence. The statement should be taken to the office prior to the first class period.
3. Students, who must leave school during the school day, including the lunch period, must bring a note from their parent/guardian that morning. Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent/guardian.
4. 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.

5. Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.
6. It is the responsibility of the student to make up work missed during the absence. It is the responsibility of the student to make arrangements with his/her teacher for make-up work.

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 parents/guardians should notify the office explaining the need for the absence. Teachers will be notified by the student prior to the absence so that assignments and due dates may be given.

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, illness or death in the immediate family; and
17. approved college visitations.

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.

A student who voluntarily attends school after the student's eighteenth birthday shall be required to attend school and comply with attendance policies until the end of the school year.

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.

AUTOMOBILES AT SCHOOL

Only those students who are properly licensed will be permitted to drive automobiles and motorcycles to school. Those vehicles parked on the school parking lots must have a valid parking sticker obtained in the office at a nominal fee. All vehicles must be parked upon arrival at the campus, and students are not to sit in parked cars. Careless and irresponsible driving will not be permitted. Cars parked on campus without a valid parking sticker or inappropriately parked are subject to being towed at owners' expense.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

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.

CELLULAR PHONES, WALKIE TALKIES, PAGERS AND BEEPERS

Amarillo ISD is not responsible for lost or stolen cell phones and other telecommunications devices or for fees or payments on these devices while the devices are in the student's or the school's possession.

Telecommunications devices include but are not limited to cell phones, pagers/beepers, and walkie-talkies.

High school and middle school students may possess telecommunications devices provided the device remains off during the instructional school day. **With Action Team's approval, cell phones may be used by high school and middle school students in the classroom only under the direction and supervision of the teacher and only for a specific approved instructional purpose.**

During state testing, all telecommunications devices will be collected by the test administrator and returned to the students after the testing.

High school and middle school campus administrators shall have the discretion to determine the appropriate use of telecommunications devices outside the school day for students participating in extra-curricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

Teachers and administrators shall confiscate telecommunications devices used in violation of this policy. Students who repeatedly violate this policy shall be subject to established disciplinary measures.

- For each offense, the student's parent will be notified that a device has been confiscated.

- On the first and second offenses during a semester, a \$15.00 fee will be charged to return the device. If the fee is not paid, the device will be kept by the school until the end of the school year.
- On the third offense during a semester, a confiscated device will be kept until the end of the school year unless the principal or assistant principal determines that an emergency or other extenuating circumstance exists, and the \$15.00 fee is paid.
- On the fourth offense during a semester, the confiscated device will be kept until the end of the school year.

Principals may designate a time and day of the week to return cell phones and other telecommunications devices that have been confiscated during the previous seven days. The school will keep a log of all confiscated devices and will receipt each return. All fees collected are designated to be used for security hardware on the campus.

At the end of the school year, principals shall designate a period of time for unclaimed devices to be picked up. A \$15.00 fee will be charged to return each device. If the \$15.00 fee is not paid and the device is not claimed within the designated time period, it will be held until the second week of June.

By June 15 the student's parent and the company whose DISPOSAL name and address or telephone number appear on any confiscated cell phone or other telecommunications device that is still in the school's possession will receive notice of the school's intent to dispose of the device. The notice will include the serial number of the device and may be made by telephone or in writing. Devices that are not claimed by July 30 shall be disposed of by the District.

CHECK-IN PROCEDURE

Students who have missed part of the school day and return to school must sign-in in the office at the time of arrival to school. Parent/guardian communication is needed at time of check-in.

CHECK-OUT PROCEDURE

Early dismissal during the school day, including the lunch period, requires communication with the parent/guardian and also requires the student to sign-out in the office at the time of dismissal. Leaving school without signing-out may result in disciplinary action.

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.*

CLOSED CAMPUSES

Campus is closed to all AISD 9th grade students during the lunch period. 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 periodically during the school year for the purpose of acquainting students with what to do in case of an emergency. Fire drill regulations and procedures will be posted in each classroom. Teachers should review the 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 will be made by the Superintendent.

FOOD SERVICE

The District participates in the National School Lunch Program and offers free or reduced-price 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 principal's office at any time. 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 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

AISD'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:

- High School: 1 charge
- Faculty members: 1 charge

High School (9-12)

When the student's account goes under \$5.00 the student will be verbally reminded they need money in their account or they will need cash to purchase a meal.

The student will be only allowed one (1) charge with a reminder letter that they are responsible for repayment.

After one charge the student may receive a choice of a complimentary peanut butter and jelly sandwich or cheese sandwich and milk.

The Principal will be notified if the student does not satisfy the money owed and does not have a lunch from home.

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.

DATING VIOLENCE

Dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

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.

IDENTIFICATION CARDS

Students may be issued an identification card with their picture on it at the beginning of each school year. Students are expected to keep this card with them and will need to show it to attend various school functions. Students may be charged a fee for the replacement of lost or stolen identification cards.

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 49th 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, Tdap/Td, Polio, Measles, Mumps, Rubella, 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.

- In the 2011-2012 school year, ***ninth graders*** will be required to have: two doses of Varicella (1st dose on or after 1st birthday or parent/physician statement of chickenpox illness) and one dose of Meningococcal vaccine.

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 disciplinary action or truancy. Students shall receive a zero for any assignment or test not made up within the allotted time (as determined by each individual campus policy).
- The teacher(s) may assign additional work to assure students who have been absent have sufficient opportunity to master the TEKS or to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or the course and may provide greater depth of subject matter than routine make-up work.
- It is the responsibility of the student to make up work missed during the absence. It is the responsibility of the student to make arrangements with his/her teacher for 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).

METAL DETECTORS

The District is authorized to use metal detectors on school property or at school related activities to screen for weapons and other contraband to help ensure a safe environment free of weapons and drugs. The student's parent/guardian shall be notified if any prohibited items are found in a student's locker, vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

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.**

SATURDAY SCHOOL

Students in grades 6-12 may be assigned to Saturday School by an attendance committee for excessive absences that are not acceptable. Saturday School may be required for students who are truant from school, and/or need additional tutorial and academic support.

SECRET OR SELF-PERPETUATING SOCIETIES

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its members, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

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 high school campus has developed its own tardy policy. 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 shall 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 1st 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.

USE OF TRAINED DOGS

In an effort to prevent and detect drug and alcohol abuse problems in the schools and maintain a safe school environment conducive to education, the District shall periodically use specially trained dogs to detect concealed contraband, drugs, or alcohol on school property. The dog handler selected shall use non-aggressive dogs trained to alert to illicit substances such as drugs, alcohol, and gun powder.

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas, around student lockers, and automobiles parked on school property. If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, these areas may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parents/guardians shall be notified.

Students shall be notified at the beginning of each school year that:

1. Lockers remain under the jurisdiction of the District even though possessed by the students and are subject to a search at any time. Students are responsible for anything found in their lockers.
2. All cars parked in school parking lots shall be subject to a search at any time. Students are responsible for anything found in their cars. There is a distinction between trace findings in a car and a usable amount of drugs. Trace amounts would be defined as amounts that would render it useless. The parents/guardians will be notified and the student reprimanded for bringing a car to school with traces of an illegal drug. Other amounts are to be dealt with using the consequences outlined in the Student Code of Conduct.

3. Classrooms and other common areas are subject to a search at any time.
4. If any prohibited substances are found, the students may be subject to appropriate disciplinary action, including removal, suspension, expulsion and/or notification of law enforcement agencies.

VISITORS

Parents/guardians and other visitors are welcome to visit the school. All visitors must first report to the principal's 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.

ACADEMIC

ADVANCED PLACEMENT COURSES

Advanced Placement courses are offered on every Amarillo ISD high school campus, although course offerings at each campus will vary. The program is a cooperative endeavor between secondary schools and colleges/universities. AP courses expose high school students to college-level material and give students the opportunity to show that they have mastered the material by taking an AP exam in the spring. Colleges/universities can then grant credit, placement, or both to students scoring at a certain level. Students should check with the post-secondary institutions they wish to attend for policy on how (or if) credit is awarded for AP Exam scores.

Tascosa High School continues to offer an incentive program which includes excellent training for teachers and financial incentives for students who perform well on AP exams.

CAREER & TECHNICAL EDUCATION

Refer to the High School Course Guide at www.amaisd.org for a wide range of Career & Technical programs offered on each campus. If a student desires to enroll in a Career & Technical course and it is not offered in the school that would regularly be attended, the student may be allowed to transfer to a school where the course is taught. Due to limited space, some programs do require completion of an application. The District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and Career & Technical programs.

CLASS RANKING

Class ranking is computed through the fifth six-weeks of the senior year for selection of valedictorian and salutatorian. However, official class ranking that will appear on a student's transcript is computed through the final six-weeks of his/her senior year. Students, who wish to graduate earlier than four years after entering the ninth grade, must declare that intention by October 1 of the school year in which they intend to graduate. If no declaration is made by the deadline, the student's class rank shall be computed with his/her original class.

CORRESPONDENCE COURSES

A student in grades 9-12 may earn a maximum of three credits by correspondence, providing the courses are from approved institutions and have been approved prior to taking the course by the counselor and principal. These credits may be applied toward state or local graduation requirements. Contact your counselor for details.

CREDIT-BY-EXAMINATION

Credit-by-examination is available to students at any grade level; however, a student may not use credit-by-examination to regain eligibility to participate in extracurricular activities. The attendance committee may

allow a student with excessive absences to receive credit for a course by passing an examination. Contact your principal or counselor for details.

DEFICIENCIES/PROGRESS REPORTS

Deficiency slips or progress reports are given to students who are either failing or not performing satisfactorily at the beginning of the fourth week of each six-weeks period. The student is expected to take the slip to his/her parents/guardians for a signature and then return the slip to the subject teacher. Arrangements for a personal conference may be made by contacting the counselors’ offices.

DUAL CREDIT

Dual credit refers to the practice of awarding credit at two educational institutions for a course completed at one institution. Amarillo ISD and Amarillo College have entered into an agreement to award dual credit for specific courses taken by juniors and seniors. At this time, Amarillo College does not charge tuition for courses taught on the high school campus (an activity fee is charged). The courses available vary by high school campus. Students interested in dual credit should check with their counselor for courses offered at their campus.

GRADE CLASSIFICATION – BEGINNING WITH INCOMING FRESHMEN IN 2008-2009

- Ninth Grade - promoted to grade 9
- Tenth Grade – six credits to be classified as a sophomore, one of which must be Algebra I
- Eleventh Grade – eleven credits to be classified as a junior
- Twelfth Grade - seventeen credits to be classified as a senior

2007-08 Sophomores, Juniors and Seniors will stay with the 5-10-15 credit system.

GRADE LEVEL CLASS REQUIREMENTS

Students are required to be enrolled full time or at least 5 classes in state and locally approved courses. Below is a guide that schools can go by but the campus principal may approve some exceptions.

| 7/8 PERIOD DAY | |
|-----------------------|----------------------------------|
| <u>Grade Level</u> | <u>Minimum Number of Classes</u> |
| 9 | 7 |
| 10 | 6 |
| 11 | 6 |
| 12 | 5 |

GRADING SYSTEM

Grades are determined by daily class work and recitations, individual projects, homework and related activities, as well as various types of tests. The grading scale includes:

- | | | |
|---|------------|----------------------|
| A | (90-100) | Superior Achievement |
| B | (80-89) | Above Average |
| C | (75-79) | Average |
| D | (70-74) | Below Average |
| F | (Below 70) | Failing |

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduates of each high school are awarded the same type of diploma. The academic achievement record (transcript), rather than the diploma, records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals.

All credit for graduation must be earned no later than Grade 12.

A student entering Grade 9 in the 2007-2008 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements for the recommended high school program specified in §74.63 of this title (relating to Recommended High School Program) or the advanced program specified in §74.63 of this title (relating to Distinguished Achievement High School Program-Advanced High School Program). Before a student is permitted to take courses under the MHSP, the student, the student's parent or guardian, and a school counselor or school administrator must agree that the student should be permitted to take courses under the MHSP, and the student must meet at least one of the following conditions:

- (1) Be at least 16 years of age
- (2) Have completed two credits required for graduation in each subject of the foundation curriculum under the Texas Education Code §28.002(a)(1)
- (3) Have failed to be promoted to Grade 10 one or more times as determined by the school district

The agreement must be in writing and signed by each party.

A student who was permitted to take courses under the minimum high school program prior to the 2009-2010 school year may remain in the minimum high school program.

To be eligible for participation in graduation ceremonies, students must meet all District requirements for graduation including passing all sections of the state-mandated exit-level assessment instrument.

For those students who fulfill graduation requirements in the summer and who wish to participate, the District will offer an end-of-summer graduation ceremony.

High School courses successfully completed prior to Grade 9 and the 2007-2008 school year shall count toward graduation in the manner established in this chapter for credit in the year the course is successfully completed.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

The International Baccalaureate Diploma Programme (offered at Amarillo High School only) is a rigorous course of study. IB students study and test in six subject areas; perform 150 creativity, action, and service hours; research and write an extended essay; and complete an interdisciplinary seminar called Theory of Knowledge. The goal of IB is to provide students with the values and opportunities that will enable them to develop sound judgment make wise choices, and respect others in the global community.

ON-LINE SCHOOL

The Amarillo On-line School (AOS) offers high school classes for credit over the Internet through the Texas Virtual School Network (TxVSN.) With counselor approval, a student may enroll for online high school classes, fulfill the course requirements from a school computer lab or home computer, and receive high school credit. The cost of taking an online course through the TxVSN is dependent on funds available from the state and on the cost of the course the student wishes to take. For more detailed information and for a list of courses being offered, visit the AOS website at <http://www.amaisd.org/aacal> or contact AACAL at 326-2800. For more information about the TxVSN, visit <http://www.txvsn.org>.

PERMANENT RECORDS

A folder for each student is kept on file in the school vault. These folders contain grades and testing information. They are useful in student conferences and are also available for teachers' use. A student or his/her parents/guardians may see the records on request.

PROMOTION

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. If a student's grade average in any subject or course is below 70 at the end of the first three-weeks of any grading period, the student's parents/guardians will be notified.

SCHOLARSHIPS/FINANCIAL AID

There are many scholarships available for students interested in post high school education. In addition to the scholarships offered by the colleges and universities, each high school has scholarships unique to that campus. Scholarship information can be found on-line at <http://www.amaisd.org>. **Find your school's website and click on "scholarships"**. Scholarship information is also available through your campus counselors. Students should see their counselor early in their senior year for assistance in making application for scholarships.

- Achievement Through Commitment to Education (ACE – Palo Duro High and Caprock High)
- ACE program guarantees payment for tuition, fees, and books at Amarillo College or West Texas A&M University through federal and private dollars.
- ACE program requires high school students and their parents to pledge **annually** for four years to maintain an 80 GPA, a 95% attendance average, and appropriate behavior while in high school. For more information on this program, contact your counselor.

SUMMER SCHOOL

Students will be permitted to enroll in a maximum of three semester classes in summer school. Credit will be determined by receiving a 70 or better on the course exam. Students planning to take courses in summer school must see their counselor in May. Tuition must be paid at registration.

TAKS – EXIT LEVEL EXAM

TAKS: Texas state laws have mandated that students must pass the Exit Level TAKS in order to receive a high school diploma. AISD policy requires passing the TAKS and fulfilling all course requirements in order to participate in graduation ceremonies.

The Exit Level TAKS will be given in 11th grade and will assess English, Math, Social Studies, and Science skills. Students in grade 10 will also take TAKS exams.

State of Texas Assessments of Academic Readiness (STAAR)

A New Assessment Model beginning with incoming 2011-2012 Freshman

Beginning with the 2011-2012 school year incoming freshman will be subject to the STAAR testing system. The majority of the new STAAR assessments will test content students studied that year, as opposed to testing content studied over multiple years. There are twelve end-of-course assessments in the four foundation content areas—English, mathematics, science and social studies. These assessments will replace the current high school TAKS tests.

A freshman student enrolled in English I, Algebra I, Biology, and World Geography during the 2011-2012 school year will take STAAR exams in each of these subject areas. As the student enters his/her sophomore year and beyond, STAAR exams will be administered at the end of the year in the appropriate subject areas. The cumulative score must meet satisfactory performance set forth by TEA.

For additional information, contact your student's school counselor or visit <http://www.tea.state.tx.us/student.assessment/staar/>

TEST EXEMPTIONS

Senior Semester Test Exemptions:

The following is an explanation of how seniors earn exemptions:

- Every class stands alone. Students can be exempt from a test in one period, but not in another.
- Each senior must have at least an eighty-five (85) average in a class for the semester.
- Each senior must have at least an eighty-five (85) average in a class for the 3rd OR 6th six weeks.
- Each senior must meet compulsory school attendance laws (90%).
- Each senior may not have any unexcused absences.
- All students taking dual credit courses and online courses are required to take the semester finals in accordance with the college requirements.

Senior students who enroll in a District high school during their senior year are exempt from taking final exams on the same basis as the group with whom they will graduate.

Spring Semester Test Exemptions (Grades 9 – 12):

The following is an explanation of how students earn exemptions:

- Every class stands alone. Students may be exempt from a test in one period, but not in another.
- Students must pass all portions of the TAKS test. 9th graders must pass the Reading and Math TAKS tests; 10th and 11th graders must pass the ELA, Math, Social Studies, and Science TAKS tests.
- Students must have an 85-average or better in the class for the spring semester.
- Students must meet compulsory school attendance laws in a class for the spring semester (90%).
- Students must have no unexcused absences for the spring semester.
- All students taking dual credit courses and online courses are required to take semester finals in accordance with the college requirements.

Students taking dual credit courses shall take final exams in accordance with course guidelines established between the District and the appropriate college department.

TRANSCRIPTS

Transcripts include the classes, grades, date of graduation, GPA and/or date of withdrawal. Students should contact their counselor for copies of their transcript. Transcripts remain at the high school for one year after withdrawal from district or graduation, during which time graduates or withdrawn students may receive up to three free copies.

After one year transcripts are sent to the Student Records Office at the Education Support Center. The first transcript is free; however, a \$3.00 fee will be charged for each additional transcript.

TUTORIALS

Tutorial programs may be offered to any student and may be required for any student who performs unsatisfactory in any subject during a six-weeks grading period. Information may be obtained from the counselors.

ACTIVITIES

CO-CURRICULAR

Co-curricular activities are those which are an extension of classroom instruction and relate directly to student learning.

CURRICULAR

Curricular activities are those which occur during the school day and are part of the regular instruction.

ELECTIONS

Class officer elections may be held in the fall. Each class may elect a president, vice-president, secretary, and treasurer.

Varsity cheerleaders and student council officers will be elected in the spring for the coming school year.

EXTRACURRICULAR

Extracurricular activities are school activities that are not directly related to classroom instruction.

EXTRACURRICULAR ACTIVITIES' PARTICIPATION RULES

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- A student who receives at the end of any grade evaluation period an average grade below 70 in any academic class other than an identified honors or advanced class or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he/she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced; and (2) completed three weeks of suspension.
- A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
- Any disciplinary behavior-related restrictions on participation are set out in the Code of Conduct.

A student who misses class because of participation in an activity sponsored by a nonapproved organization will receive an unexcused absence.

ORGANIZATIONS

Each high school offers students many opportunities to become involved in organizations. Every student will benefit from the experiences that can be enjoyed as a member of some group on campus. Some organizations require enrollment in a course or program, but the majority of these activities have open membership. Information on particular clubs and organizations can be obtained from the faculty sponsor of the organization.

Athletic/Music Competitions

| Name of Competition | AHS | CHS | PDHS | THS |
|----------------------------------|-----|-----|------|-----|
| Band | X | X | X | X |
| Baseball | X | X | X | X |
| Basketball | X | X | X | X |
| Choir | X | X | X | X |
| Cross Country | X | X | X | X |
| Fellowship of Christian Athletes | X | | X | X |
| Football | X | X | X | X |
| Golf | X | X | X | X |
| Orchestra | X | X | X | X |
| Soccer | X | X | X | X |
| Softball | X | X | X | X |
| Swimming | X | X | X | X |
| Tennis | X | X | X | X |
| Track and Field | X | X | X | X |
| Volleyball | X | X | X | X |

| | | | | |
|-----------|---|---|---|---|
| Wrestling | X | X | X | X |
|-----------|---|---|---|---|

Academic Competitions

| Name of Competition | AHS | CHS | PDHS | THS |
|----------------------------------------|-----|-----|------|-----|
| Academic Decathlon | X | X | X | |
| Accounting, UIL | X | | | |
| Calculator Applications | X | X | X | X |
| Calculator, UIL | X | | | |
| Computer Applications, UIL | X | | | X |
| Computer Science, UIL | | | | X |
| Current Issues, UIL | X | X | | |
| Dramatic, UIL | | X | | X |
| Duet Acting, UIL | | | | X |
| Economics, UIL | X | | | |
| Extemporaneous Speech | X | X | X | X |
| Humerous, UIL | | | | X |
| Journalism | X | X | X | X |
| Journalism, UIL | X | X | | |
| Keyboarding | X | X | | |
| Literary Criticism, UIL | X | X | | X |
| Mathematics, UIL | X | X | | X |
| Music | X | X | X | X |
| Music, UIL (Band, Choir and Orchestra) | X | X | X | |
| Number Sense | X | X | | X |
| Number Sense, UIL | X | X | | |
| Odyssey of the Mind | X | | X | |
| One-Act Play | X | X | X | X |
| One-Act Play, UIL | X | X | X | |
| Oration | X | X | X | X |
| Poetry | X | X | X | X |
| Prose, UIL | | | | X |
| Ready Writing and Debate | X | X | X | X |
| Ready Writing, UIL | X | X | | |
| Robotics | X | X | | |
| Science Bowl | X | | X | |
| Science, UIL | X | X | X | X |
| Speech and Debate, UIL | X | X | | |
| Spelling | X | X | X | X |
| Spelling and Vocabulary, UIL | X | X | | |

Academic Organizations

| Name of Organization | AHS | CHS | PDHS | THS | AACAL |
|------------------------------------------------------|-----|-----|------|-----|-------|
| Art Club | X | | X | X | |
| BEST (Boosting Engineering Science Technology) | X | | | | X |
| Biology Club | X | | | | |
| BPA (Business Professionals of America) | X | X | X | X | |
| Chess Club | X | | | X | |
| DECA | X | X | X | X | |
| Drama Club | | | | X | |
| FCCLA (Family, Career, Community Leaders of America) | X | X | | X | |

| | | | | | |
|-----------------------------------------------|---|---|---|---|---|
| FFA | | X | | X | |
| French Club | X | | | X | |
| Future Business Leaders | X | | | | |
| Future Teachers | X | X | | | |
| German Club | X | | | | |
| HOSA (Health Occupations Students of America) | | | | | X |
| Industrial Arts Club | X | | X | | |
| Latin Club | X | | X | X | |
| National Forensics League | X | | | X | |
| National Thespians | X | | | | |
| ROTC | | X | X | X | |
| Skills USA | | | X | | |
| Spanish Club | X | X | X | X | |
| Steppers | X | | | | |
| TSA (Texas Technology Student Association) | X | X | X | X | |

Service Organizations

| Name of Organization | AHS | CHS | PDHS | THS | AACAL |
|----------------------------------|-----|-----|------|-----|-------|
| Academia | | X | | | |
| Ken Club | X | | | | |
| Key Club | X | X | X | X | |
| National Honor Society | X | X | X | X | X |
| National Technical Honor Society | | | | | X |
| Peer Assistance and Leadership | X | X | X | X | |
| Publications | X | X | X | X | |
| SADD | X | | | | |
| SAVE | X | | | | |
| Speech Club | X | | | | |
| Spirit | X | X | X | X | |
| Student Council | X | X | X | X | X |
| Teen Leadership Amarillo/Canyon | | | | | X |
| UNI | | X | | | |
| United Way Youth Cabinet | | | | | X |

SCHOOL DANCES

Dances may be held periodically at each high school. Students may bring an approved date, but no middle school students will be admitted. Guest lists will be placed in the office. Students should sign these lists for their guests. Once students leave the dance, they will not be readmitted.

Students caught “under the influence” or in possession of alcohol or drugs will face normal discipline procedures. They will also not be allowed to attend any dances the remainder of the school year.

SCHOOL LEAVE

Students will be allowed ten absences from school to attend school-sponsored activities. This will include cocurricular and extracurricular activities.

STUDENT ELIGIBILITY FOR UNIVERSITY INTERSCHOLASTIC LEAGUE

1. In order for students to be eligible for any extracurricular activity during the first six weeks (only), they must meet the following credit requirements:

- second year high school = 5 credits;
 - third year high school = 10 credits;
 - fourth year high school = 15 credits; or
 - must have earned 5 credits the preceding calendar year.
2. During the remaining school year, a student must pass all of the courses (minimum of five) at the conclusion of each grading period.
 3. A student may regain eligibility at the end of each three-week period if the student is currently passing all courses. A student becomes eligible seven days after the close of any three weeks in which the student passes all courses.
 4. A student becomes ineligible seven calendar days after the close of any three-weeks in which he/she is failing a course.

STUDENT SERVICES

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.

DRIVER TRAINING

Classroom driver training instruction is taught in the summer and only on a limited basis during the school year. Fees are assessed for classroom instruction. Information regarding sign-up dates, fees, and dates of instruction will be distributed through the principal's office as soon as such information becomes available. Students receive no credit toward graduation for any portion of driver training.

DRIVER'S VERIFICATION OF ENROLLMENT AND ATTENDANCE

Policy requires students to be in attendance at least 90% of the time in order to be issued a permit/and or driver's license. Currently the 90 percent attendance rule applies when determining VOE eligibility. Thus, if (1) the school awarded a student credit for each class the semester prior to application for the VOE form and (2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule.

The Verification of Enrollment and Attendance Form may be obtained from the school office prior to application for a permit and/or license to operate a motor vehicle. It does not have to be signed by the student in the presence of the person certifying attendance, but the form must be picked up by the student, parent, or guardian.

If the district accepts credits from students transferring from schools that are out of state or out of the country, the student will be considered to have met the attendance requirement and receive their driver's verification.

Summer school **DOES NOT** count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make-up days missed.

The Verification of Enrollment and Attendance Form is effective for 30 days after issuance during spring and fall semesters and for 90 days during the summer.

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.

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 9-12 that qualify for language program services are placed in an ESL program. ELL students that are served in the AISD ESL program will reach full proficiency in English, pass all state-required academic assessments and meet graduation requirements.

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, student products, and a creativity test.

Students, at any level, may be nominated for the gifted and talented program at any time by school personnel, parents, community members, and by self or peers for students in grades 6-12. 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 counselor to request homebound instruction. The parent/guardian or student must also provide a physician’s statement that 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 for 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, 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.

NORTH HEIGHTS CENTER

Students who desire to continue or resume their education in an alternative setting rather than continuing in the regular education program at their high school may make application to attend classes at North Heights Center. Information concerning admission to the North Heights program may be obtained from the high school counselors' office.

POLICE LIAISON OFFICER

Through a cooperative effort between Amarillo Independent School District and the Amarillo Police Department, each high school campus has a police liaison officer assigned to its staff. This officer is available to students to assist in legal questions or concerns. The officer is active as a resource person in drug awareness programs.

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*.

TESTING

During the school year, the following tests are administered:

- Preliminary Scholastic Aptitude Test, National Merit Scholarship Qualifying Test (PSAT-NMSQT) - for sophomores and juniors
- Armed Services Vocational Aptitude Battery (ASVAB) - available for all students
- Scholastic Aptitude Test (SAT) - for juniors and seniors
- Preliminary American College Test (PLAN) - for sophomores and juniors
- American College Test (ACT) - available for juniors and seniors
- Texas Assessment of Knowledge and Skills (TAKS)
- STAAR Assessments
- Advanced Placement Examinations (AP Exams) - in most subjects (college credit)

Information concerning testing dates, times, fees, and purpose of tests may be obtained from the student's counselor.

State-funded college entrance examinations are available for current 11th grade, public and home-schooled students.

- Funding for the 2010-2011 school year allows approximately 60 percent of grade 11 students the opportunity to take ONE college entrance examination in late spring or early summer 2011 at the state's expense.
- Student may register for ONE exam, either an ACT or an SAT, and the state will pay the full cost of their regular registration fees to the extent that funding is available.

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 8th 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 and the Texas Department of Health: 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