

# Atlanta High School Handbook



**ATLANTA HIGH SCHOOL  
STUDENT AND PARENT HANDBOOK  
2018-2019**

**Administrative Staff**

Nancy Rinehart	Principal
Aaron Nation	Assistant Principal
Richard Blackwood	Assistant Principal
Lori Cullins	Counselor
Karen Sams	Counselor
Jennifer Christian	Nurse

**Office Personnel**

Beth Boyd	Principal's Secretary
Wanda Jordan	Attendance Secretary
Brenda McCoart	Receptionist
Linda Ware	Counselor's Assistant

**Frequently Called Numbers**

Atlanta High School Office	903-796-4411
AHS Band Hall	903-799-1032
AHS Counselor	903-799-1034
AHS Field House	903-799-1050
Atlanta ISD Administration Building	903-796-4194
Atlanta Middle School	903-796-7928
Atlanta Elementary School	903-796-7164
Atlanta Primary School	903-796-8115
Cass County Shared Services Arrangement for Special Education	903-796-4194
Atlanta Disciplinary Alternative Education Program (DAEP)	903-799-1044
Atlanta Transportation and Bus Barn	903-799-1045
Atlanta Stadium Press Box	903-799-1060

## **Faculty Message**

*“Education has for its object the formation of character.”*

Herbert Spencer 1820-1903

### **Mission**

To provide an exceptional education for all students in a safe learning environment that encourages them to become productive citizens no matter their destination after graduation

### **Vision**

To create and nurture a systemic campus-wide 21<sup>st</sup> century classroom environment that enables our learners to be successful in a global society

### **Goals**

All students will learn and improve on state and federal standards at their individual levels.

Our campus will be safe and maintained to ensure a conducive learning environment.

All stakeholders will have avenues of input and ownership in making decisions that affect our mission.

### **Alma Mater**

Hail Alma Mater  
Hail Atlanta High  
Give a cheer now  
For our high school  
For the school we love so well

Hail Alma Mater  
Ours till we die  
We will always remember  
Our Atlanta High

### **School Motto**

*AHS Going the Extra M.I.L.E.*

*(Motivate, Inspire, Lead, Empower)*

## GENERAL INFORMATION

### Backpacks

Student backpacks may be searched by an administrator with reasonable suspicion.

### Cafeteria Prices

Breakfast.....	\$1.85
Lunch.....	\$2.65

According to federal child nutrition program guidelines, students qualifying for reduced price meals can expect to pay \$.30 for breakfast and \$.40 for lunch. In accordance with Atlanta I.S.D. Food Service policy students are allowed to charge up to 10 days for meals only to their lunch account without being in danger of being denied a meal. However, once the 10 day limit for meals only has been reached, the student may be served an alternate meal until the charges have been paid. May 3, 2018 will be the last day for student charges. If a student does not have money available after that date, they will be served an alternative meal. According to USDA guidelines sharing food is prohibited. This includes students sharing food with each other and parents providing food for anyone other than their own children.

### Cameras

Surveillance cameras are used to monitor activity on campus. This is one tool used to ensure student safety.

### Cell Phones

Although we respect the need for some students to have cell phones, their use during school hours is prohibited except before school, between classes, and during lunch in the cafeteria. All phones must be turned off and kept out of sight during class time. The phone will be confiscated and returned after parent contact is made. A \$15 fee must also be paid for second and subsequent offenses.

### Change of Address

Any change of address must be reported to the office. Any mail returned due to address change will require parent/guardian to prove residency with a current water or electric bill.

### Closed Campus

The Atlanta High School campus is closed. This action was taken for the safety and welfare of the student. Only those students with work permits will be allowed to leave the campus without principal approval. Students needing to return to the parking area during the day will be required to have a permission slip issued by the principal's office. Permission will only be granted in emergency or extreme cases. Violators will be sent to the office for disciplinary action. Note: In some incentive programs, off-campus privilege may be granted.

### College Entrance Requirements

Colleges and universities vary greatly in their requirements in regard to grades, rank in class, courses, and entrance examination. It is necessary for students or parents to visit colleges, visit their websites, and/or send for catalogs from these institutions to be certain requirements are being met.

### College Scholarships and Financial Aid

Seniors should visit the Atlanta High School College and Career Center to pick up applications for local scholarships throughout their senior year. Information will also be available for financial aid to all students. Students should also contact the financial aid office at the college they are planning to attend for more information about scholarships and financial aid.

### Conference Periods – Teachers

Each teacher is assigned one period per day to be used for parent conferences as well as planning and preparing for class work. Parents are encouraged to call teachers for an appointment to schedule a conference.

**Detention Hall**

Students assigned to Detention Hall will be required to report to an assigned room at 3:45 p.m. and will be dismissed at 4:30 p.m. Students may bring school work to work on during this time.

**Directory Information**

Directory information, unless otherwise stipulated, is considered to be public information. Directory information includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, honors won, weight and height of athletes, grade classification, dates of attendance, and other similar information. Parents have the right to refuse to permit the designation of any or all of the categories personally identifiable with respect to their child.

**Emergency Procedure Cards**

Each student is given one emergency card which the parents must complete, sign and return. The information on this card provides campus staff with directions for proper care of the student in case of injury, illness or other emergencies. Accurate completion of this card is an enrollment requirement of the district.

**Evacuation Procedures**

In the event that the campus must be evacuated for a long period of time due to a crisis situation, students will be evacuated to the football stadium. Parents will be able to access the visitor's parking lot to pick up their child.

**Flower/Gift Deliveries**

Any deliveries to students made to the campus will be accompanied with a \$1 fee.

**In-School Suspension**

The In-School Suspension Center (ISS) is a supervised detention center for students who have had discipline problems. ISS enables students to stay at school to get credit for attendance and complete their class work instead of being suspended from school.

**Sexual Harassment**

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, 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 such 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 their teachers, the principal, designee or counselor.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or principal designee. The first conference with the student ordinarily will be held as soon as possible within five days of the request. The principal will coordinate an appropriate investigation, which ordinarily will be completed within ten 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 ten 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.

## **Student Parking**

It is a privilege to drive and park on the Atlanta High School Campus. Students will be expected to read and understand all driving/parking rules for the campus. Any violation of the driving/parking rules may result in a ticket being issued, the loss of your parking permit, or the vehicle being towed at owner's expense. All motorized vehicles are subject to the full provisions of these rules and applicable state laws.

1. All vehicles must be registered and display a current Atlanta High School Parking Permit on the rear-view mirror with the permit number clearly visible. Permits are \$10.00 per year.
2. Drug Testing Consent Form must be signed and turned in prior to receiving a Parking Permit.
3. The driver registered with the school is responsible for the behavior of others in his/her vehicle, even if he/she is not present.
4. Parking permit may only be used on cars registered to and driven by the student obtaining the permit.
5. Automobiles should be parked in student parking lot in designated parking spaces and within the white lines. Cars parked in fire lanes, handicap zones, off-limit areas, or in an area blocking traffic may be tagged by police and/or towed at the owner's expense. Off limit areas include all areas outside the student parking lot, and areas designated visitor.
6. Mrs. Boyd or Chief McDuffie must be informed of any changes to the registered vehicle (i.e. change in license plate number, buying a new vehicle).
7. All traffic laws are in force. Exhibition driving (squealing tires, Loud Music, skidding, etc.) is prohibited and may result in loss of parking privilege or a ticket being issued.
8. Persons parking in school parking lot do so at their own risk. Drivers should report accidents, vandalism, or theft to the Police immediately.
9. Parking permits are the property of Atlanta High School and may not be transferred or altered without administrative approval.
10. Abuse of the above rules will result in the following disciplinary actions:

First Offense: Warning

Second Offense: 2-week suspension of parking permit

Third Offense: 6-week suspension of parking permit

Further violations: Permit revoked

\*NO refunds will be given when a permit is revoked for disciplinary issues.

## **Unauthorized Persons**

Unauthorized persons shall not be permitted on the school campus at any time. All staff members and students are requested to report any such persons to the principals. Anyone violating this regulation will be reported to the police and may be charged with criminal trespassing.

## **Visitors**

Parents and other visitors are welcome at Atlanta High School. **Visitors are asked to register with the front office upon their arrival on campus.** For the protection of the instructional day and security purposes, the following guidelines are applicable:

- Visitors must have specific business at Atlanta High School in order to be allowed on campus.

- The campus is closed to student visitors during the school day.

## **WORKING TOWARD GRADUATION**

Atlanta High School places emphasis upon early and appropriate educational planning. Our school provides guidance counselors for assisting students to become adjusted to our school; to discover his/her aptitudes, interests and needs; to plan school courses; to acquire pertinent vocational information; and to help with school and/or social concerns or any issues that the student would like to discuss. All information is kept confidential and is used only for the benefit of the student. Parents are invited to confer with guidance personnel to secure information, plan the four-year high school program and to receive assistance with student academic and adjustment problems.

### **Graduation Requirements**

Each student, with the help of teachers, counselors and parents, will create a four-year course selection plan before entering high school. Each subsequent year that plan should be evaluated and changes made as necessary.

A student must earn the required number of credits (see chart) and meet all state assessment requirements in order to receive a diploma. One credit is earned when a student passes a full year course (two semesters) while ½ credit is earned for a one-semester course.

In order to participate in the graduation ceremony all fees and fines must be paid.

### **Early Graduation**

Students desiring to graduate in less than four years must submit a written application to the counselor's office by the end of their sophomore year in order to meet all state and local graduation requirements.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral evaluation for a special education is the school principal at 903-796-4411.

### **Graduation under Special Education**

A student who is in a state approved special education program at the high school level will be eligible to receive a diploma under one of the following conditions:

1. The student meets the requirements specified in the Texas Education Agency's Administration Guide and Handbook of Special Education.
2. The student is in a cooperative work-study program under the supervision of a Vocational Adjustment Coordinator and/or a Texas Rehabilitation Counselor.
3. The student is recommended for graduation by the Texas Rehabilitation Counselor and the Admission, Review and Dismissal Committee and is approved by the principal.

### **Course Selection**

The administration determines the number of courses to be taught and assigns teachers to the course sections based on the student's course selection sheets for the following school year. Therefore, students are expected to remain committed to their selections during the year. The only course adjustments that will be made are those necessary to work out error or conflict. Course should be selected paying particular attention to prerequisites and graduation requirements.

### **Changes in Student Schedule**

Using the course tallies obtained from the student's choice sheets, a master schedule of course offerings is designed in order to accommodate a maximum number of students' choices with a minimum amount of conflict. When the students return to school in the fall, they are given a class schedule reflecting their teacher/room assignments. They will follow these schedules for the entire year. Schedule changes will only be considered based on inappropriate placement, lack of prerequisites, error in enrollment, or a scheduling conflict.

### **Certificate of Completion**

Students not meeting state testing requirements but meeting all state and local course requirements may participate in the graduation ceremony if the student participated in all retest opportunities, attends all summer school sessions, and

participates in remediation/acceleration activities during the school year. This may require participation of the student before or after normal school hours or at times of the year outside of normal school operations. Students meeting course requirements will receive a certificate of completion.

### Credits Required for Graduation for beginning Freshman Classes of 2014-2015 and beyond

<i>Discipline</i>	<i>Foundation Program</i>	<i>Endorsement Program</i>
English	4 credits	4 credits
Mathematics	3 credits	4 credits
Science	3 credits	4credits
Social Studies	3 credits	3 credits
Other Languages	2 credits	2 credits
Physical Education	1 credit	1 credit
Health Education	½ credit	½ credit
Speech	½ credit	½ credit
Fine Arts	1 credit	1 credit
Electives	4 credits	6 credits (4 courses from *Endorsement Categories)
<b>Total Credits</b>	<b>22 credits</b>	<b>26 credits</b>

A student may earn a distinguished level of achievement by successfully completing:

- four credits in math which must include Algebra II
- four credits in Science
- the remaining curriculum requirements
- the curriculum requirements for at least one endorsement

Students can achieve performance acknowledgements for an outstanding performance in:

- a dual credit course
- on an AP test
- PSAT, ACT, or SAT
- Nationally or internationally recognized business or industry certification or license

\*Endorsements for Atlanta High School include Science, Technology, Engineering and Math (STEM), Business and Industry, Arts and Humanities, Public Service and Multidisciplinary. Each endorsement requires one Science, one Math, and four electives.

The required state tests (EOC) must be passed in order for a student to receive a high school diploma.

**NOTE:** It is the student’s responsibility to assure that all graduation requirements are met. Students planning to attend college are advised to follow the Distinguished Programs and to take Honors, Pre-AP and AP classes.

### Distance Learning

Distance learning and web-based (correspondence) courses include courses that encompass the state-required essential knowledge and skill but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

If a student wishes to enroll in a distance learning course that is not provided through the Texas Virtual School Network (TxVSN) in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

The grade weight for distance learning course/web-based course is a 5.0.

### Course Grade Weights

LEVELS	MATH	SCIENCE	ENGLISH	LANGUAGE	Social Studies	VOCATIONAL	OTHER
7.0	AP Calculus AP Statistics	AP/DC Biology AP Chemistry AP Physics	AP English III AP/DC English IV		Dual Credit Gov. Dual Credit U.S. Hist		
6.0	PAP Algebra I PAP Geometry PAP Algebra II Pre Calculus Engineering Math	PAP Biology PAP Chemistry PAP Physics Anatomy & Physiology Pathophysiology	PAP English I PAP English II	Spanish III	PAP W. History	Accounting I & II AVP IV CNA Computer Sci I & II	Art IV Debate IV Journalism/Yrbk III Theatre Arts III

	College Algebra	Adv Animal Science				Dual Credit Classes Pharmacology Pract AG TC Vocational Classes Welding I & II	
5.5						Advertising/Sales Ag Mechanics AVP II & III Business Info Man 2 Bus Management Digital Inter Media Entrepreneurship Equine Science Forestry & Wood Health Science Livestock Medical Term Money Matters Robotics I & II Small Animal Man Social Media Mktg Wildlife & Fisheries Web Tech	Adv Music Art II, III Debate II, III Journalism/Yrbk I, II Theatre Arts I, II
5.0	Algebra I Algebra II Geometry Math Models Algebraic Reasoning	Biology Integrated Physics & Chemistry (IPC) Chemistry Physics Earth & Space Science	English I English II English III English IV	Spanish I Spanish II	W. Geography World History US History Gov/Econ	Intro Culinary Arts Prin Bus, Mktg, Fin Prin AG Prin Hospitality Prin Engineering Prin Health Science Work Program Bus Inform Man AVP I	Art 1 Band-Yr 2 Bible Literacy College Prep Debate I Health Intro to Journalism Intro to Theatre Music History Psychology Sociology Speech

The following has been approved by the AISD Board of Trustees. The numerical grade of 70 will be the lowest passing grade.

Grades 9-12 Numerical Scoring

A	90-100
B	80-89
C	70-79
F	69 and below
I	Temporarily Incomplete*

\*Assignment missing due to an excusable reason. If grades are incomplete at the end of a grading period, the teacher will record an "I" for incomplete on the report card. It is the responsibility of the student to see that all work is made up within a two-week period. If the work is not made up within the time allowed, the grade will automatically become "F" and is so recorded. The principal may modify this regulation in case of extended illness or injury. No designation of "I" may be considered passing for purposes of academic eligibility.

**Grades for Citizenship or Conduct**

- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

## Grade Classification

After the 9<sup>th</sup> grade, students are classified according to units earned toward graduation:

Units Earned							Grade Placement							
GPA	LEV 7	LEV 6	LEV 5.5	LEV 5	LEV 4.5	LEV 4		GPA	LEV 7	LEV 6	LEV 5.5	LEV 5	LEV 4.5	LEV 4
7.0	100							4.0	70	80	85	90	95	100
6.9	99							3.9		79	84	89	94	99
6.8	98							3.8		78	83	88	93	98
6.7	97							3.7		77	82	87	92	97
6.6	96							3.6		76	81	86	91	96
6.5	95							3.5		75	80	85	90	95
6.4	94							3.4		74	79	84	89	94
6.3	93							3.3		73	78	83	88	93
6.2	92							3.2		72	77	82	87	92
6.1	91							3.1		71	76	81	86	91
6.0	90	100						3.0		70	75	80	85	90
5.9	89	99						2.9			74	79	84	89
5.8	88	98						2.8			73	78	83	88
5.7	87	97						2.7			72	77	82	87
5.6	86	96						2.6			71	76	81	86
5.5	85	95	100					2.5			70	75	80	85
5.4	84	94	99					2.4				74	79	84
5.3	83	93	98					2.3				73	78	83
5.2	82	92	97					2.2				72	77	82
5.1	81	91	96					2.1				71	76	81
5.0	80	90	95	100				2.0				70	75	80
4.9	79	89	94	99				1.9					74	79
4.8	78	88	93	98				1.8					73	78
4.7	77	87	92	97				1.7					72	77
4.6	76	86	91	96				1.6					71	76
4.5	75	85	90	95	100			1.5					70	75
4.4	74	84	89	94	99			1.4						74
4.3	73	83	88	93	98			1.3						73
4.2	72	82	87	92	97			1.2						72
4.1	71	81	86	91	96			1.1						71
4.0	70	80	85	90	95	100		1.0						70

0-5  
5-10  
10-15  
15+

Freshman  
Sophomore  
Junior  
Senior

## Grade Point Average

All subject areas are included with the exception of athletics, band, cheerleader, non-credit classes, and college classes **taken off** AISD campus, except Band II (fine arts credit). AHS courses are weighted by levels according to their degree of rigor. The most rigorous courses receive the highest weighted level as designated in the grading system chart found in this section. Grades are only weighted by the computer system for computing grade point averages to determine class rank. Points are never added to grades for report cards.

## WEIGHTED GPA

GPA	LEV 7	LEV 6	LEV 5.5	LEV 5	LEV 4.5	LEV 4		GPA	LEV 7	LEV 6	LEV 5.5	LEV 5	LEV 4.5	LEV 4
7.0	100							4.0	70	80	85	90	95	100
6.9	99							3.9		79	84	89	94	99
6.8	98							3.8		78	83	88	93	98
6.7	97							3.7		77	82	87	92	97
6.6	96							3.6		76	81	86	91	96
6.5	95							3.5		75	80	85	90	95
6.4	94							3.4		74	79	84	89	94
6.3	93							3.3		73	78	83	88	93
6.2	92							3.2		72	77	82	87	92
6.1	91							3.1		71	76	81	86	91
6.0	90	100						3.0		70	75	80	85	90
5.9	89	99						2.9			74	79	84	89
5.8	88	98						2.8			73	78	83	88
5.7	87	97						2.7			72	77	82	87
5.6	86	96						2.6			71	76	81	86
5.5	85	95	100					2.5			70	75	80	85
5.4	84	94	99					2.4				74	79	84
5.3	83	93	98					2.3				73	78	83
5.2	82	92	97					2.2				72	77	82
5.1	81	91	96					2.1				71	76	81
5.0	80	90	95	100				2.0				70	75	80
4.9	79	89	94	99				1.9					74	79
4.8	78	88	93	98				1.8					73	78
4.7	77	87	92	97				1.7					72	77
4.6	76	86	91	96				1.6					71	76
4.5	75	85	90	95	100			1.5					70	75
4.4	74	84	89	94	99			1.4						74
4.3	73	83	88	93	98			1.3						73
4.2	72	82	87	92	97			1.2						72
4.1	71	81	86	91	96			1.1						71
4.0	70	80	85	90	95	100		1.0						70

### Grade Reporting Schedule

#### First Six Weeks:

Sept. 28, 2018 End of 6 weeks  
 October 5, 2018 Send home report cards

#### Second Six Weeks:

Nov. 2, 2018 End of 6 weeks  
 Nov. 9, 2018 Send home report cards

#### Third Six Weeks:

Dec. 20, 2018 End of 6 weeks  
 Jan. 11, 2019 Send home report cards

#### Fourth Six Weeks:

Feb. 22, 2018 End of 6 weeks  
 March 1, 2018 Send home report cards

#### Fifth Six Weeks:

April 5, 2019 End of 6 weeks  
 April 22, 2019 Send home report cards

#### Sixth Six Weeks:

May 23, 2019 End of 6 weeks  
 June 3, 2019 Send home report cards

## ATLANTA HIGH SCHOOL GRADING POLICY

Teachers will have a minimum of two grades per week. There will be a minimum of three major grades per six weeks. Grades should be updated weekly by Monday mornings at 8:00 A.M.

Daily 50%

Major 50%

Daily grades may consist of the following:

- Daily work
- Homework assignments
- Quizzes
- Participation
- Performance assessments

Major grades may consist of the following:

- Formal assessments
- Projects
- Term papers
- Extended assessments
- Performance assessments

### **Late Work**

Grades for late work will be administered as follows:

1 day late deduct 20 pts

2 days late deduct 30 pts

3 days late deduct 40 pts

4 days or more deduct 50 pts

No late work accepted after 5 days without teacher approval for extenuating circumstances.

### **Unexcused Absences (i.e. skipping)**

The grade for make-up work after an unexcused absence shall be zero, please reference Board Policy EIAB.

### **Semester Exam**

Student will receive grade earned.

### **Reteach**

Reteach is defined as a different presentation of content, usually to provide an additional opportunity for a students' mastery of content. Re-teaching is an integral part of the lesson cycle and may occur in different modalities. Some re-teach opportunities include:

- During direct teach while the teacher checks for understanding
- During guided practice while the teacher monitors progress
- During independent practice as students work individually on in a cooperative learning group
- Small group instruction
- Individual or group tutorials
- In an accelerated class
- As a re-assessment

### **Retesting Guidelines**

A student who earns below a 70 on a test will be given the opportunity to retest after participation in the re-teaching process within a reasonable amount of time. A student who refuses to participate in an initial testing administration will be denied retesting opportunities. Retesting is designed for those students who have yet to master the material covered/presented.

- Students will be allowed a minimum of 1 retest per subject area per six weeks grading period
- Student are responsible for initiating retest opportunities

- Teachers are required to prescribe a reasonable amount of work that must be completed prior to the student being able to take a retest: attend a tutoring session, complete a review, accelerated instruction, etc.
- Retest shall be conducted at a time designated by the teacher: during regular class period, before/after school, etc.
- Unless otherwise approved by the teacher, retests shall be completed within 7 calendar days from the time the student is notified of the failing grade
- No retest will be given for semester finals/examination.
- The new grade recorded will be the higher of the two tests (initial test and retest) up to a maximum of 70

If a majority of the students tested (50% or higher) do not make a 70 or higher on a major test, the teacher will conclude that either the test construction was faulty or an error in judgement concerning students' readiness was made. In such cases, the teacher will reteach and retest the entire cohort without a grade penalty.

Generally, Advanced Placement and Dual Credit teachers are not required to provide retest opportunities. However, certain circumstances may apply that would permit a student to retest. In such instances a student should consult their teacher and/or campus principal for approval to retest.

When students receive a failing major grade for a product (writing assignments, research papers, lab practical, and projects), it is not necessary to reteach and retest.

### **Honor Roll**

Each six weeks, and each semester, students making the A Honor Roll or the A-B Honor Roll will be recognized. In order for a student to qualify for the A Honor Roll, he or she must make all A's and receive Satisfactory in conduct. In order for a student to qualify for the A-B Honor Roll, he or she must make only A's and B's and have at least one A. All subject areas are included with the exception of athletics, band, cheerleader, non-credit classes, and college classes **taken off** AISD campus except Band II (fine arts credit). An Unsatisfactory in conduct will disqualify a student for honor roll. For the purpose of determining AHS honor roll, courses designated at the 6.0 level or higher will be calculated with 10 extra points.

### **Academic Awards Ceremony**

The Atlanta Independent School District will honor students in 9-12 for academic excellence at a special ceremony at the end of the school year. Students qualifying for the ceremony and their parents will be recognized. To qualify for the Academic Awards Ceremony, the students must qualify for the A Honor Roll for four of the first five grading periods.

Students who transfer to AHS will use their semester averages to determine their eligibility. Their prior semester averages will be considered for calculation of which level award they receive. Each semester average will constitute one of the two grading periods required to fulfill qualifications for these awards. Transferred six week averages will not be considered for fulfilling the qualification requirements except if the student moves in after the end of the fifth six weeks and prior to the Awards Assembly. These transferred grades will be used to determine which award the student will receive. (i.e., First Year, Second Year, etc.)

### **AP or Pre-AP Courses**

Students taking AP courses will be responsible for test fees just as students enrolled in early college admission classes are responsible for paying tuition. If a student qualifies for free or reduced lunch he or she may see the school counselor for a test fee waiver. Students wanting to enroll in Pre-AP and AP classes must meet two of the following: a passing grade in their subject level class from the prior year, passed all appropriate STAAR tests, and obtain a recommendation from their previous subject level teacher. To remain in a Pre-AP or AP class, students must maintain a grade of 70 during each semester.

### **Advanced Courses - Retention**

Students requesting withdrawal from advanced classes may, with the principal's approval, do so at the end of any grading period. The grading period ends at the semester's end. Students should meet with their parent, teacher, and counselor regarding appropriate placement. A request for withdrawal should be made only after such a meeting occurs.

### **Repeat of Courses**

A student at Atlanta High School must retake a course if a score of 70 or above is not made. All required courses must be made up. A student who satisfies all requirements by retaking a course online, during summer school, or testing will receive credit for the course. Courses can only be retaken to gain credit at the completion of the entire course.

### **Summer School**

A student whose grade falls between 60 and 69 in a course will be able to earn credit for that course in summer school. A student whose grade is 59 or below must repeat the course during the regular term unless the student has extenuating circumstances that would require approval by the principal to attend summer school to earn credit.

### **Credit by Exam without Prior Instruction**

School districts approve, to the extent available, at least four examinations for acceleration or for credit for each academic subject. Each exam must satisfy State Board of Education (SBOE) guidelines, and the approved exams must include College Board AP exams and College-Level Examination Program (CLEP) exams. Districts are required to award credit for a subject if a student scores a 3 or higher on an AP test, a scaled score of 60 or higher on a CLEP test, or an 80% or higher on another test. Districts must administer the tests not fewer than four times a year with an exception for tests given on a schedule not determined by the district.

The score an elementary or secondary student must make on an exam for acceleration or for credit is now 80. Students who earn credit on the basis of an examination are exempt from taking an end-of-course exam for that subject. A student is only permitted two attempts at earning credit through examination in a given subject and may not make any attempt after the time he would ordinarily be enrolled in the course.

The 90% attendance rule for credit does not apply to a student who earns credit on the basis of an examination.

### **Credit by Exam with Prior Instruction**

Students may use credit by examination to demonstrate mastery in any subject in any academic course at the secondary level, with the prior approval of the principal. Such examinations shall assess the student's mastery of essential knowledge and skills and shall be approved by the principal.

To be eligible to earn credit by examination, a student shall have had prior instruction in the subject area or course, as determined by the District on the basis of a review of a student's educational records. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination.

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination (see Board Policy FDD). Credit by examination shall not be used to gain eligibility for participation in extracurricular activities. To receive credit, students shall score a grade 70 or above on the examination. See the school counselor for test schedules dates, times and requirements.

### **College Course Work/Dual Credit**

A student may enroll and receive both course credit toward high school graduation requirements and course credit for college.

To be eligible to enroll and be awarded credit toward state graduation requirements, a student shall have the approval of the high school principal or counselor. The course(s) for which credit is awarded shall provide advanced academic instruction beyond, or in greater depth than, the essential knowledge and skills.

All dual credit courses must be completed prior to the last semester that the course can be offered on campus during the day. The only exception would be if the student was enrolled in the Concurrent Credit course being offered on campus during the day.

### **Progress Reports**

Reports of unsatisfactory progress will be distributed after the third week of each six-week period. Students' grades may also be viewed online through the parent portal. Parents of students having trouble in a course are urged not to wait for Progress Reports before scheduling conferences with teachers. Numerical grades will determine three-week academic eligibility.

## **Report Cards**

A report card will be issued to each student at the end of each six-week grading period. In case of an error on the report card, the appropriate teachers should be contacted.

## **Semester Exams**

Examinations covering a semester of school work will be given at the end of each semester. Semester exams must be administered according to the schedule established by the administration. Teachers are not allowed to alter the six weeks or semester exam schedule unless special permission is given by the principal. Students requesting early or late exams must have approval from the principal.

## **Semester Exam Exemptions**

Students may be exempt from finals provided they have met the following criteria:

90 average with no more than 2 absences

85 average with no more than 1 absence

80 average with no more than 0 absences

Attendance will be taken daily for exemption purposes. Courses that are 6.0 level courses and above are computed with 10 extra points to reflect the GPA scale when determining exemptions. The extra 10 points will be used for exemption, eligibility and honor roll purposes only. School sponsored activities, medical absence with a Dr. note when the student has been in attendance for a partial day, or documented religious holiday absences will not be counted as an absence for this practice. All other absences (including full day medical absences) will be counted. Any absence due to religious reason must be documented within three days upon return to school in order to be considered for exemption proposes. Time spent in instruction, DAEP, ISS or two separate incidents of corporal punishment and/or after school detention will disqualify students from exemption of finals.

## **Class Rank/Honor Graduates**

The grade point system used at AHS was approved by the AISD Board of Trustees and is used at Atlanta High School to determine the standing of graduating seniors and for the selection of a valedictorian and salutatorian.

Graduating seniors will be ranked within the graduating class on the basis of their weighted grade point average for the four years in high school in all subject areas except athletics, band, cheerleader, physical education, local credit courses, and college classes taken **off** AISD campus, except Band II (fine arts credit). The weight given to any transfer course will be equivalent to weight given to the course most similar which is offered at Atlanta High School. If no equivalent course is offered at AHS, the transfer course will not be counted in student's GPA.

Class rank and top ten percent for seniors shall be based on a weighted grade point average using semester grades for all courses offered for high school credit. These semester grades shall be converted to grade points according to the District's weighted grade point scale.

The valedictorian and salutatorian will be the two students with the highest grade point averages. To be eligible, a student must have been enrolled in Atlanta High School for his or her entire junior and senior year. Students must be enrolled and attending class by the last day of the first six weeks of their junior year to be eligible. Any student making a change in class assignment will be given the grade weight of the class in which he or she was enrolled at the end of the semester. In determining the valedictorian and salutatorian refer to Board Policy EIC (Local). At the end of the fifth six weeks grade reporting period the student with the highest average will be named valedictorian and the student with the second highest average will be named salutatorian. In case of a tie for the valedictorian, both students will share the honor, but a standardized test will be given to determine who receives the state scholarship. The standardized test used will be the American College Test (ACT).

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor or principal for further information about the application process and deadlines.

### **Preparation for College Timeline**

Grade 6 - 7	Begin establishing career goals and objectives
Grade 8	Plan four-year high school academic program Review college catalogues and publications which give college profiles Career Assessment
Grade 9	Re-evaluate goals and objectives and review academic four-year plan Review college catalogues and publications which give college profiles Visit colleges in the summer
Grade 10	Review academic plan Continue to review college publications Take ACT in late spring and/or summer Visit colleges in the summer
Grade 11	Review academic plan and narrow college choices Attend college night in October Take PSAT in October (National Merit Semi-Finalists) Conference with counselor in the early spring Take SAT and/or ACT Send early decision applications in June and July Visit colleges in the summer Sign up for scholarship websites, such as fastweb
Grade 12	Finalize college choices Conference with counselor in early fall Attend college night in October Take SAT and/or ACT in October or November Send regular decision applications in the fall semester Send housing application in the early fall Analyze SAT/College Board Achievement Tests in December Discuss financial aid programs in November or December Send financial aid applications in January Send local scholarship applications in March

### **RESPONSIBLE STUDENT BEHAVIOR**

*“A school is as good as the reputation of its students”*

Students are expected to display proper respect for school faculty and administration and to act in a responsible manner. It is the fundamental right of all students to have the opportunity to learn without unnecessary distractions from other students, and teachers should provide learning opportunities for all students without disruption.

#### **Appropriate Behavior and Public Display of Affection**

It is the combined responsibility of parents, community, and school to assist students in developing a foundation for responsible social decision-making for a healthy lifestyle. In line with this expectation, public displays of affection which are inappropriate will not be allowed. One example of such behavior is inappropriate touching. Parents will be called to obtain their support upon the first violation of this policy. If the student requires reprimand a second time due to inappropriate displays of affection, established disciplinary process will be followed.

#### **Assemblies**

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by district rules of conduct during an assembly shall be subject to disciplinary action.

The Five Rules for Audiences:

1. Do not enter the theater during a performance.
2. Show respect for the performer/speaker.
3. Applaud according to the dictates of the performance.
4. Remain in attendance during the activity.
5. Follow the rules as they apply to each location. Example: No food or drink in the theater.

### **Bus Transportation**

During the course of the school year, most students are passengers on a school bus for field trips, transportation to school, athletic contests, etc. Safety is our primary concern when students are passengers on an Atlanta school bus. Therefore, students will be expected to adhere to the posted rules for conduct and safety regulations. A student who exhibits inappropriate behavior will be subjected to disciplinary consequences including loss of bus-riding privileges.

### **Care of School Property**

*Housekeeping at Atlanta High School is everyone's responsibility.* Students are expected to assist in keeping our school clean by proper disposal of waste paper, wrappings and other debris. Through cooperation from all students our building can be kept free from damage and defacement.

### **Posters & Signs**

Posters, notices, signs, etc. are not to be posted in the building unless they concern Atlanta High School activities or students. Approval must be given by the campus administration.

### **Vandalism**

Vandalism is the defacing or destruction of any public or private property. It may range from minor acts such as writing on desks or walls to more flagrant acts such as defacing school buildings or destroying private property.

In cases of vandalism, the campus administration shall review the case and determine the type of disciplinary action to be applied.

Involved students (or their parents) must pay the damages assessed. A written report of all action taken involving vandalism cases will be sent to central administration.

### **Cheating**

Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material prior to or during a test, copying another student's assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another's ideas or products as his own, is also defined as cheating. Any student involved in instances of cheating will have his paper taken up immediately, have a zero recorded for their work, and may be sent to the assistant principal for further disciplinary action. If a student is referred to the office, the assistant principal will address disciplinary action.

### **Corporal Punishment**

Corporal punishment may be administered by certified personnel according to the policies of the Board of Trustees. If a parent chooses not to allow administrators to utilize corporal punishment, they must supply the administration with a written statement stating their wishes.

### **Drug or Alcohol Violations**

AISD complies with requirements imposed by the Texas Education Agency and the federal Drug Free Schools and Communities Act Amendments of 1989. A clear message must be sent through the community that alcohol and other drug use by our students is harmful and wrong and will not be accepted. The school board prohibits any student from knowingly possessing, using, transmitting, or being under the influence of any of the following substances: alcohol; marijuana; stimulants such as amphetamines, "speed" or any inhalants; any narcotic, hallucinogenic, hypnotic, sedative drug; any mind-changing chemical capable of altering or impairing the physical or mental faculties or processes of the user; or any other substance under the jurisdiction of the Texas Controlled Substances Act and not prescribed by a licensed physician for the possessor's use or any drug paraphernalia as described by law. Any student who is on school property or in attendance at a school-sponsored activity (on or off campus) and is in violation of the above listed policy

shall be subject to disciplinary action. Further information concerning the disciplinary consequences of drug possession or use may be found in the Student Code of Conduct for AISD.

### **Electronic Devices**

Cell phones, iPods, lasers and other electronic devices are barred from the classroom unless permitted by teachers for instructional purposes. Electronic devices used in the classroom without teacher permission are subject to disciplinary action.

### **Expulsion**

Expulsion is a severe penalty administered to a student by the superintendent of schools. An expelled student is withdrawn from school for an extended period of time as established by law. The expelled student forfeits course credits for the semester expelled. In addition, the student may not enroll in any public school in the State of Texas during the time of expulsion. An expelled student who comes on the Atlanta High School campus without permission from the principal will be considered a trespasser and subject to legal action. The expelled student may not attend any extracurricular or school sponsored activities.

### **Food/Drink**

No food will be allowed in the classrooms or hallways. Water or products that meet federal nutritional guidelines will be allowed in the classrooms or hallways only in a clear plastic twist top container.

### **Fireworks**

The use or possession of fireworks (firecrackers, stink bombs, smoke bombs, crackers or any other use of gunpowder or explosive chemicals) in the building or on the campus of any AISD property at any time during the day is forbidden. This is a violation of city and state law and students will be subject to appropriate disciplinary and/ or legal action. Citations may be issued by local police.

### **Forgery**

Students who forge names or alter official documents, passes, admits, notes, etc. will be subject to disciplinary action.

### **Gambling**

Gambling on the campus is prohibited.

### **Halls**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes, and it is the responsibility of the student to obtain a proper hall pass from their teacher before leaving class. Students found in the hallways during class periods without a proper hall pass will be subject to discipline. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

### **Hazing**

No students shall engage in any form of hazing or encourage or assist any other person in hazing. Students who engage in hazing either individually or in concert with other students, shall be subject to disciplinary action, including suspension if the circumstances warrant. Hazing includes any willful act done by a student, either individually or with other, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Teachers, administrators or other persons employed by the school district, or students who observe any other student engaged in any form of hazing or who have reason to know or suspect that a student or students intend to engage in hazing shall report that fact or suspicion to the principal or superintendent.

### **Insubordination**

Student language or action that expresses willful disobedience and defiance of authority and is directed toward any school employee will lead to disciplinary action. Examples of insubordination include but are not limited to: running from or

refusing to accompany teachers or administrators to office; speaking, writing, or signaling obscenities or vulgarities to a member of the faculty or staff, giving false names or otherwise refusing to provide proper identification; refusing to follow instruction of teachers or administrators; failing to report to the office after receiving an office request or after being sent by a teacher; or leaving a classroom without permission from the teacher.

### **Right to Confiscate**

Stolen items, contraband, items which are specifically forbidden by the school district policy or law, and other dangerous material may be impounded. These items may be used as evidence in school disciplinary proceedings against the students.

### **Search and Seizure**

The administration has a right to search students' property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. Lockers are the property of the school and may be searched at any time. Officials may ask students to reveal the contents of their pockets or to reveal items carried elsewhere on their person where there is reasonable cause to believe that the student has on his person items that are prohibited by law or board policy. Cars parked on school premises may be inspected by school personnel if there is "reasonable cause" to believe they contain items prohibited by policy or law. Students found to be in violation of this policy shall be subject to disciplinary action (Board Policies FNCG and FNCG-L).

### **Sportsmanship**

Students will demonstrate good sportsmanship at all school sponsored events. Those students demonstrating poor sportsmanship may be disciplined according to policy and/or banned from attendance of future events at Atlanta ISD.

### **Stealing**

Stealing may result in possible legal action as well as disciplinary action. Students who steal must make restitution and are considered to be involved in misconduct. Having possession of another student's property without permission is suspicious behavior; therefore, lost articles should be taken to teachers, administrators or front office.

### **Student Identification Cards**

For the security of Atlanta High School students, ID cards will be issued at the beginning of the school year. Students may be asked to show the cards in order to ride the bus. The second and subsequent card(s) issued will cost the student \$2.00 each.

### **Student Messages**

Due to the large volume of calls directed to the office, AHS will not accept messages to students. Only EMERGENCY calls from parents to their children will be accepted.

### **Telephones**

The office telephone is a business phone and will not be used by students except for emergencies with administrative approval. Parents should call students only in cases of real emergency with regards to medical situations and/or student transportation issues.

### **Textbooks**

State adopted textbooks are provided by the school, and state law requires they be covered at all times. Students are personally responsible for them, and they are required to pay for lost or damaged books. Upon receiving his/her books, the student is responsible for checking their condition and noting any prior damage. When a student withdraws from school, his scholastic record will not be released until his/her book record is clear. If a book is lost, the student will purchase the book from the school. Information as how to replace a book will be provided by the assistant principal.

### **Tobacco and E-Cigarettes**

The use or possession of tobacco products, including, but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco, on the campus or in any part of the school building is not permitted by order of the School Board as mandated by HB 859. Further information concerning the disciplinary consequences of tobacco possession or use may be found in the Discipline Management section of your handbook.

### **Trespassing**

Person(s) who are not authorized to be on the school campus may be subject to having trespassing charges filed with the legal authorities.

### **Weapons**

Weapons of any kind are not permitted on campus or at school affairs. An object which can be used to inflict bodily harm on another person will be construed as a weapon. The weapon may be confiscated by school authorities and the student may be subject to disciplinary action.

### **School Attendance**

The Texas Education Code provides that every student who is at least 6 years of age through 19 must attend school regularly, unless specifically exempted from compulsory attendance. It is a responsibility and duty of both the school and the parent to cooperate and encourage students to establish good attendance practices. The school administration will seek assistance from the courts in dealing with students with excessive attendance problems.

### **Absence Classification**

All individuals within the Atlanta I.S.D. age 6 through 19 is required by state law to attend school, and parents are required to enforce the attendance.

Should an absence occur the following procedures shall be followed at the secondary level upon return to school:

- The student shall present a written statement to the attendance officer of the school in which he/she is enrolled stating the dates of the absence, the reason for the absence, and signed by the parent.
- A doctor's or dentist's statement should be attached if either was visited.

Any student not in attendance for at least 90% of the instructional days of the semester will lose credit for a class, and they must make an appeal to the attendance committee for consideration of extenuating circumstances and granting of credit. This committee will view extenuating circumstances as a reason to regain lost credit.

The district accepts the following as extenuating circumstances for the purpose of granting credit for a student:

- An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent, principal, or teacher
- Days of suspension
- Participation in court proceedings or child abuse/neglect investigation
- Days missed as a runaway
- Completion of a competency-based program for at-risk students
- Teen parent absences to care for his or her child
- Participation in a substance abuse program
- Homelessness, as defined by federal law
- Observance of standard religious holidays

***Students with excused absences will be given the opportunity to make up work according to established policies of one day make-up for every day missed.*** It is the responsibility of the student to present the office with a note from parent/guardian explaining the reason for their absence upon returning to class to be eligible for make-up grades. Failure to present a note forfeits any property rights to make-up grades. If the attendance committee finds there are no extenuating circumstances for the absences or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition of credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent. All school-approved activities will not be counted against a student in determining loss of credit status.

### **College Visitations**

Each student shall be allowed up to two days during the junior year and two days in the senior year to visit an accredited institution of higher education. Documentation from the college admission office must be provided to the attendance clerk upon return to school. Policy FEA(local)

### **Loss of Credit/Regaining Credit**

A student may not be given credit for a class if the student has attended class less than 90% of the instructional time of any semester. Parents will be notified by mail at the end of the semester when the student has exceeded the number of absences in a semester. This letter will inform the parents/student of the class(es) in which loss of credit has occurred as well as instructions for regaining credit.

School board policy has established an attendance committee or designee to impose school-board approved conditions if a student would like to regain credit. These conditions are having the student do one or more of the following:

1. Complete additional assignments,
2. Satisfy time-on-task requirements,
3. Attend tutorial sessions as scheduled,
4. Maintain the attendance standards for the rest of the semester, or
5. Successfully repeat the course.

The attendance committee or designee does have the authority according to school board policy and state law to give a student automatic credit status in a class(es) due to absences caused by extenuating circumstances.

### **Make-up Work**

Students who miss any work in class due to an excused absence are permitted to make up work. Prior to the absence or upon returning to class, it is the student's responsibility to make arrangements with the teacher for make-up work and the scheduling of tests. The student will be allowed one day for each day of an excused absence to make up the assigned work.

### **Obtaining Assignments When Absent**

When a student is absent for three consecutive days due to an excusable reason, the student may request make-up work. Please contact the office to request the collection of assignments. Once assignments are issued by teachers, the student's one day make-up for every day missed policy will go into effect.

### **Procedures to Follow When Absent**

Each day of a student's absence from school, parents are requested to contact the office at 903-796-4411 to report the student's absence. Parents or guardians must send a signed written statement stating the reason for the absence to the attendance secretary prior to 7:55 a.m. on the day the student returns to school or within 3 days of the absence.

### **Procedures to Follow When Arriving Late/Leaving Early**

Students arriving late must go to the office. A tardy will be issued to students for entry into class. A student needing to leave early should bring a note to the office before his first class begins. The note must state full name of the student, specific time of absence, specific reason for absence, and the signature and phone number of the parent or guardian. At that time, the student will be issued a permit to leave class. At the specified time, the student will show the permit to the teacher, exit class and report to the office to check out of school. If the student has a doctor's appointment, a doctor's verification form will be given to the student to accompany the permit to leave school. A completed doctor's verification form must be returned in order for the absence to be excused.

**IMPORTANT**—when returning to school, the student will need to report to the office to receive a permit to enter class.

**NOTE:** Students leaving school for any reason other than a school-sponsored activity without checking out through the attendance office may be subject to an unexcused absence and/or disciplinary action. This procedure must be followed whether or not the parents are aware of the student's leaving.

### **Procedure to Follow When Leaving a Classroom**

When it is necessary for a student to initiate a request to leave class to see the counselor, nurse, assistant principal, or to go to the library, the student must acquire a hall pass from the teacher. Upon arrival at the intended destination, the student must sign in.

## **Tardy Policy**

A student is tardy when they are not in the classroom when the bell rings. Excessive tardies shall be handled in accordance with the Student Code of Conduct Discipline Grid following school procedure. Tardies are cumulative, not individual per class. Tardies will start over each semester.

<u>Tardy Consequences</u>			
1, 2	Warnings	7, 8	Saturday School
3, 4	Lunch Detention	9	ISS 1 day and Parent Conference
5, 6	After School Detention	10	ISS 2 days

## **STUDENT ACTIVITIES**

Clubs and activities are open to all qualified students. Each club must operate under a constitution or a set of by-laws that do not conflict with AISD policy. A copy of the by-laws must be on file in the principal's office. All activities of the club must be under supervision of the adult sponsor at all times. All meetings must be held with the sponsor present. No club can be organized without the principal's approval. All members should conduct themselves in a respectable and orderly manner.

While involvement in activities is encouraged, there is a danger of becoming over involved, which can only serve to create unnecessary academic difficulties and a sense of frustration in the student. Students should carefully select those organizations in which they would like to participate without over extending themselves. Members should become actively involved in clubs and organizations, but not at the expense of their academic classes.

Student clubs and performing groups such as the band, choir, and athletic teams may establish rules of conduct – and consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

### **Activity Funds**

All monies collected must be handled through the bookkeeper. Teachers or sponsors of clubs and school activities are responsible for depositing monies into the school activity fund account. Disbursement of all money in the account is to be made by check through the bookkeeper's office. In order to avoid keeping large amounts of money in the building overnight, sponsors must deposit money with the bookkeeper by 4:00 p.m. each day in accordance with business procedures guidelines. It takes several days to get a check after you have asked for funds, so plan ahead for all disbursements. These policies are in accordance with AISD business guidelines.

### **Attendance Requirements for Participation in Activities**

In order to participate in any activity, the student must have attended school for two periods of the day on which the activity is scheduled. Exceptions must be approved by the campus administration.

### **Distribution of Printed Materials on Campus**

No materials, circulars, advertisements, notices or similar materials may be distributed on the campuses of this district or at school-sponsored functions by neither the student personnel, students, representatives of non-district organizations nor any other individual, unless such materials have been submitted to the administration for approval, and unless written approval to distribute has been granted. This does not restrict the distribution of materials concerning school-sponsored and approved activities.

### **Drug Testing Policy**

Atlanta Independent School District believes that any student who represents Atlanta High School, the community of Atlanta, their classmates, and their families has an obligation to perform at the highest level of their ability and to behave in a manner that casts a positive light on everyone and everything they represent. Implementation of this program is

intended to send a message to the students that we do care about them as individuals and what they do to their bodies. Drugs and/or mood altering chemicals have a negative effect on behavior and learning. They are a health problem to many students and adults and have proven to be destructive to the total development of an individual and team concept. They affect not only the person using these chemicals but every other person who plays a significant part in their lives. Thus, we will not place any student, teacher, or administrator at risk of physical or mental harm because of a student on drugs or mood altering chemicals.

The drug testing program requires that any student in grades 9-12 desiring to participate in any district extracurricular program, co-curricular programs, and/or park on district property or within 300 feet of district property consent to mandatory random drug testing as described in this document.

This program also allows any student in the school district to participate voluntarily in the drug testing program if parental consent is provided.

### **Process**

All students in grades 9-12 who participate in the extracurricular program will be subjected to mandatory random drug testing throughout the school year and will be required to provide the District with written consent signed by both the student and parent/guardian. The vendor used by the District operates a non-regulated laboratory and works in conjunction with three Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories to administer drug testing. The vendor will determine the students to be tested for each testing occurrence by use of a computerized method that insures randomization. Under no circumstances will human interference be allowed to alter the randomized nature of student selection. The percentage of students tested during each random sampling can represent up to 10% of the student population.

### **Extracurricular Activities**

“Extracurricular Activities” TEC 76.1(a)(1) An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but not limited to, public performances, contests, demonstrations, displays, and club activities, with the exception of public performances specified in paragraph (2) of this subsection.

In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria applies:

- A. the activity is competitive;
- B. the activity is held in conjunction with another activity that is considered to be extracurricular;
- C. the activity is held off campus, except in cases in which adequate facilities do not exist on campus;
- D. the general public is invited; or
- E. an admission is charged.

A student ineligible to participate in an extracurricular activity, but who is enrolled in a state approved course that required demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance subject to the following requirements:

- A. only the criterion listed paragraph (1)(D) of this subsection applies to the performance
- B. the requirement for student participation in public is stated in the essential knowledge and skills of the course

### **Biological Drug Testing Procedures**

#### **Random Selection:**

- The District shall provide the approved vendor with a list of all identified testing pool participants. Students shall be chosen for testing by a federally approved computer-based random number generator that is matched with students' student ID numbers, first and last names, or designations as per District Policy.
- The vendor will collaborate with Atlanta ISD on choosing screening dates approved by the district. Randomly selected dates will not conflict with holidays, Federal, State or local student assessment dates.
- It is understood that all students listed on the testing pool are eligible for unannounced drug testing throughout the year in an objective, random selection process. To assure that this process is random, all eligible students, whether or not they have been chosen for testing in the past, will remain in the pool of students for each subsequent selection period unless otherwise specified by the District.
- AISD will provide the approved vendor with updated student information as follows: When new students come into the District or leave the District, the approved vendor will be notified via e-mail, phone call or U.S. Postal Service. This practice will assure that students on the monthly list are accurate and always up to date.

#### **Collection of Samples:**

- Each student shall provide a biological specimen (urine or saliva) in a restroom or other private facility. Facilities shall be secure, with only one student testing at a time, to assure security and confidentiality for each student.
- The urine sample shall be collected in a sealed split specimen collection container provide by the vendor. The student shall provide the collected sample to the testing laboratory representative and the assigned District official shall confirm that the student's identification information on the sample is correct. The split specimen container shall be sealed by the vendor's representative and witnessed by the student. The vendor's representative shall transport all collected specimens directly to the laboratory for analysis.
- The vendor will use the laboratory split sample method in accordance with Department of Health and Human Services (DHHS).
- The vendor will collect samples under conditions that are no more intrusive than the conditions experienced in a public restroom.
- A copy of the specimen collection and chain-of-custody procedures used by the District and the vendor shall be made available to any parent or student upon request.

#### **Documentation and Reporting:**

The approved vendor will process all documentation and submit completed reports within 72 hours. All reporting will be submitted to the appropriate campus administrator of the Atlanta ISD. Date of the receipt of the completed reports of positive testing will determine the onset of the appropriate period of suspension.

#### **Consequences for Positive Test**

No action shall be taken by the school against a student with a positive test result other than suspension from participating in extracurricular activities, co-curricular activities, and/or ability to park vehicle on school property. No school-related privileges will be withdrawn from students who are not participating in extracurricular activities, but choose to participate in the District's drug testing program by parental consent.

The results of any drug or alcohol test shall not be given to law enforcement authorities, and shall not be used for any disciplinary purposes other than as specified within this policy.

If a positive test results in a suspension in excess of the number of days remaining in the school year, the suspension period will run until the later of the last instructional day or the last extracurricular activity. Any remaining suspension time shall continue, beginning with the earlier of the first instructional day or the first extracurricular activity of the following school year.

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive.

#### **First Offense**

The first confirmed positive test will result in the following consequences:

- Notice to the student's parent or other person having lawful control of the student;
- A conference between the campus principal, parent or other person having lawful control of the student, and the student, with the coach or sponsor of the student's extracurricular activity and the school counselor in attendance, if appropriate, and as determined by the campus principal; and

- The student must agree to mandatory testing during the all following random periods.
- The student shall be suspended from competition and/or public appearances in any extracurricular activity and school-sponsored organization, and shall not be eligible to park on District property or within 300 feet of district property for 30 (thirty) school days from the date that the school district is first informed of the confirmed positive test results.

### **Second Offense**

Upon a second offense, the student shall be suspended from competition and/or public appearances in any extracurricular activity and school-sponsored organization, and shall not be eligible to park on District property or within 300 feet of district property for 30 (thirty) school days from the date that the school district is first informed of the confirmed positive test results.

### **Third Offense**

Upon a third offense, the student shall be suspended from competition and/or public appearances in any extracurricular activity and school-sponsored organization, and shall not be eligible to park on District property or within 300 feet of district property for a period of 60 (sixty) calendar days from the date that the school district is first informed of the confirmed positive test results.

### **Appeal**

A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

### **Confidentiality**

Testing results shall be kept confidential and disclosed only to the student, his or her parent(s)/guardian(s), and school officials designated by the Superintendent. Confidentiality shall be maintained at all levels. Results shall not be placed in student's permanent record.

### **Refusal to Submit to Drug Testing**

Students who are selected for drug-testing and refuse to participate will be treated as if they received a positive result and their parent/legal guardian shall be notified. The refusal shall result in immediate suspension from extracurricular activities/organizations, co-curricular activities/organizations, and parking privileges on or within 300 feet of the school. Students must comply with the appropriate consequences, depending on previous positive results and corresponding offense level, prior to regaining eligibility for these activities.

### **Request for removal from program**

After a refusal, a parent/legal guardian can request that their student be removed from the drug-testing program with the understanding that their child will lose all privileges associated with it for the remainder of their enrollment in Atlanta ISD including; participation in extracurricular activities/organizations, co-curricular activities/organizations, and parking privileges on or within 300 feet of the school. The student will no longer participate in any subsequent drug tests.

A student seeking reinstatement at any time during the remainder of their enrollment at Atlanta High School must have completed the suspension term for a positive test result, depending on previous positive test results and corresponding offense level. Once this term is completed and another permission slip has been submitted to the principal, the student will be reinstated immediately and allowed to participate in extracurricular activities/organizations, co-curricular activities/organizations, and parking privileges on or within 300 feet of the school. The student will be subject to all subsequent drug tests for the remainder of their enrollment at Atlanta HS. A second refusal by a student will result in permanent removal from the drug-testing program.

### **Positive Test for Medical Reasons**

The student or parent shall have 5 school days following the meeting to provide a medical explanation for a positive result. Medical explanations / documentation must be provided by a duly licensed physician, dentist, or other medical practitioner licensed to issue prescriptions. Upon acceptance of the medical explanation, the offense is negated. In the event of a positive subsequent test, the offense is again considered to be the First Offense and the student or parent shall again have 15 school days following the meeting to provide a medical explanation.

## **Eligibility**

All student academic eligibility for participation in extracurricular and co-curricular activity or competition will be governed by the rules, regulations, and guidelines established by the Texas Education Code and the University Interscholastic League. A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the GRADE CLASSIFICATION section in this handbook or the principal for further information on promotion.
2. During other grading periods, a student who receives an average grade below 70 in any course or subject, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities during the first three weeks of the following grading period. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the grading period. A student regains eligibility at the end of any grading period in which a passing grade (70 or above) is earned in all courses or subjects. A suspended student may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. Advanced Placement courses and PreCalculus are exempt from UIL grade eligibility rules. Courses at the 6.0 level are considered eligible if the grade is 60 or above.

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

## **Fundraising**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal or assistant principal at least two weeks before the event. Fundraising is not permitted on school property except as approved by the principal.

## **Master Calendar**

All student activities and events scheduled shall be approved by the principal. Each sponsor, coach or director will be required to furnish the principal with a request for approval. After approval has been obtained, activities are placed on the Master Calendar in the principal's office. In the event of conflict, the principal will resolve the conflict before the second activity is placed on the calendar. The calendar is not to be removed from the principal's office and will serve as the source for information for daily announcements. All school activities are to be on this calendar.

## **National Honor Society**

The National Honor Society is chartered under the National Association of Secondary School Principals. Membership is a privilege granted by the faculty to those students whose service, scholarship, leadership and character are exemplary.

## **Parties**

Parties are not allowed during school hours unless approved by the campus administration.

## **School-Sponsored Trips**

As a desirable extension of the curriculum, several organizations and classes offer trips ranging from short field trips to travel out of the country. Travel of this type can be a very worthwhile educational experience as long as sponsors have full student cooperation. Due to the large responsibility placed on school officials during any travel, there must be some special rules placed on the group as well as the regular school rules. Students need to understand that their complete cooperation is expected so that the trip is enjoyable for everyone. It must also be understood that violations of major rules could make a student subject to being sent home at their parent's expense, possible suspension upon return to school, and removal from any activities in which the student would represent the school. Sponsors of school trips will make students and parents aware of existing rules when asking for parent permission for student travel.

## **Student Council**

The Student Council is a service organization. It is composed of executive officers and representatives from each class. Grade standards must be maintained in order to be an active participant.

### **Use of Buildings**

Use of buildings by student groups is permitted only when sponsored by one of the teachers. Administrative approval must be secured a week in advance when a teacher and a student group plan to use the building at night.

### **Voting**

Several school wide elections are held during the school year. Voting procedures will be explained prior to the first school wide election. Students will be certified by class rolls and will vote at the time(s) announced. Students must have school ID to vote.

## **STUDENT SERVICES**

### **Announcements**

Announcements will be broadcast each day. Any student announcement must be cleared through the assistant principal's office. More specific information concerning student announcements will be posted periodically on student bulletin boards. Teachers, coaches, sponsors, directors who wish to have information included on the announcements will submit the necessary information by the midpoint of second block on the day of desired airing.

### **Bus Transportation**

Bus transportation is available to all students; therefore, tardies incurred due to car trouble will be unexcused. Drivers are in complete charge of buses and will report students who refuse to cooperate in carrying out safety and conduct regulations. Buses are an extension of the school and rules of conduct will be observed and enforced. For route information, call 903-796-4194.

### **Disabilities Act**

Atlanta High School recognizes The Americans with Disabilities Act (ADA). The ADA seeks to eliminate discrimination against individuals with disabilities.

### **Emergency School Closing**

When the superintendent decides that weather or civil emergencies require that schools be closed, local radio and television stations will be notified. In addition, school closures will be posted on the district website at [www.atlisd.net](http://www.atlisd.net). If conditions indicate that school might be closed, tune in to any of these stations for information. School will always be in session unless specifically stated otherwise.

### **Insurance**

Accidental insurance coverage for the school year is available during the early part of the fall semester. Insurance is not compulsory, but is recommended and is at the expense of the student or parent. Applications are available in the principal's office.

### **Library**

The library is a place for students to read, relax, study and research. Most materials may be checked out with loan periods varying from overnight to two weeks. The library is open Monday through Friday from 7:15 a.m. to 3:45 p.m. Student ID is required for checkout of items. Lost or damaged books need to be paid for or library privileges may be withdrawn.

### **Lockers**

Lockers will be available for the purpose of storing books, school materials, and supplies. The lockers, however, remain the property of the AISD and are subject to inspection. Students having in their lockers items in violation of school district policy will be subject to disciplinary action. As a precaution against loss of materials from lockers, students are urged to keep them locked at all times, not to give the combination to other students, and not to place books and materials in another's locker. Any interior damage to lockers will be paid for by students. Lockers should not be jammed (rigged) in order to circumvent the locking mechanism. A student who jams his locker or who places obscene material inside will be subject to disciplinary action.

### **Lost and Found**

The lost and found service is to aid students who misplace their belongings and is located in the assistant principal's office area. All items not claimed by the end of each semester will be given to a charitable organization.

### **Lunch and Breakfast (Free/Reduced)**

Atlanta ISD participates in the National School Lunch and Breakfast Program and offers free and reduced-price meals based on a student's financial need. Information and applications can be obtained at any time during the year from the principal's office.

### **Messages/Package Delivery**

To avoid interrupting classes any more than necessary, offices will not deliver messages and packages to classrooms. Flowers, balloons and other items which may interrupt the classroom atmosphere will not be delivered to the student's classroom or the cafeteria.

### **Transcripts**

Atlanta High School will provide transcript copies for students as needed. For college admission purposes an Official Transcript must be sent directly from the Atlanta High School Counseling Center to the College Admissions Office. Seniors are asked to come by the Counseling Center and fill out a Transcript Request Form after they have submitted their application to a college. At that time an Official Transcript will be mailed. Under no circumstances will the student be given an Official Transcript to mail. A record of all Official Transcripts sent to colleges will be kept in the Counseling Center.

Students who plan to visit a college campus and need to take a copy of their transcript with them can request one up to three days before the visit. They will be issued an unofficial transcript. If the college needs an Official Transcript, the student must notify the Counseling Center and an Official Transcript will be mailed directly from the office.

All college bound seniors must also authorize a Final Official Transcript to be sent to the college they will be attending. The Final Transcript Request Forms will be available in May of each year in the Counseling Center. Transcripts are verified by the counselor after graduation and the Final Official Transcripts are available by mid-June. At that time copies are mailed to colleges as requested by students.

### **Tutoring**

Teachers will be available before and/or after school for tutoring opportunities. The counselor or assistant principal should be consulted for information about additional tutorial help.

### **Withdrawal from School**

Parents withdrawing students from school must initiate the withdrawal procedure in the principal's office. Before a student record may be sent to any other school, outstanding fees and obligations must be cleared.