

Albany High School



2018-2019 Student Handbook

Albany, Texas 76430

PHONE: 325-762-3974 FAX: 325-762-3850

PRINCIPAL: EDWARD R. MORALES

COUNSELOR: DEE DEE WAGGONER

AISD SUPERINTENDENT: DOYLEEN TERRELL

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Purpose and Organization

The purpose of this Student Handbook is to give Albany ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Albany public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with the assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

ACKNOWLEDGEMENT

Dear Student and Parent:

The Albany Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student’s teacher, the school counselor, or campus administrator.

The student and parent should each sign the signature page, then return the page to the student’s school. Thank you.

REQUIRED LEGAL NOTICES

Nondiscrimination: Albany ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex or gender (including pregnancy), race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district’s compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Mrs. Doyleen Terrell, whose office is located at the Albany ISD central office and who can be reached by telephone by calling 762-2823.

The Section 504 Coordinator for the school district is Mrs. Doyleen Terrell whose office is located at the Albany ISD central office and who can be reached by telephone by calling 762-2823.

Homeless Liaison and Title I Participants

Leigh Lowe is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact our school nurse at 762-3384.

Mr. Edward Morales is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Mr. Morales at 762-3974.

Family Educational Rights and Privacy Act: The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child’s parent or legal guardian.

Parents control the access to their children’s education records until the child becomes an adult at age 18. When the child reaches age 18, he or she controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy their children’s education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy his or her child’s education records, he or she should contact the principal of the child’s school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the Superintendent’s Office for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 4:00 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from an administrator’s office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district’s usual copying fees for copies; however, if the student is eligible for free or reduced lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child’s records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student’s record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children’s education records, the district ordinarily will not permit access to or copies of education records without at least one parent’s written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district’s control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to “school officials,” meaning any employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district’s legal counsel, who have a “legitimate educational interest” in the records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child

directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the District's online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education, Family Policy Compliance Office.

Protection of Pupil Rights Amendment: We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications: You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Edward R. Morales

Phone Number: 325-762-3974

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: DeeDee Waggoner

Phone Number: 325-762-3974

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Bacterial Meningitis Information: What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - *Strep pneumonia* causes pneumococcal meningitis; there are over 80 subtypes that cause illness - *Neisseria meningitides*—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

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, but any of the following are possible. Children (over 1-year-old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 populations per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis is 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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely over comes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

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.

Pest Control: Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

Asbestos Management Plan: The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, 8:00 a.m. to 4:00 p.m., Monday through Friday. If you have any questions, please contact Shane Fields, at 762-3974

GENERAL INFORMATION

2018-2019 SCHOOL CALENDAR: (SEE APPENDIX N)

STUDENT'S LEGAL NAME

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

[\(Admission Application Questions and Residency Power of Attorney forms available\)](#)

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian or adult caregiver who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code § 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

We do not ordinarily admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

As part of our dropout recovery programs, we may admit someone between the ages of 21 and 26 for the purpose of completing the requirements for a high school diploma. A student admitted for this purpose and who has not attended school in the preceding three years will not be placed in a classroom setting, cafeteria, or other school-sanctioned activity with a student who is 18 or younger; however, those students remain free to attend all school-sponsored events that are open to the public.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a food allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be

withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Certain Transfers—Victims of Bullying and Sexual Assault or Students Who Have Engaged in Bullying

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If your child is determined to have engaged in bullying of any other student, he or she may be transferred to another classroom at the same campus or to another campus. We will consult with you about the transfer before it is accomplished.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

- For students in middle school and high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with necessary information. The student must sign out through the main office and sign in upon his or her return, if the returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks and instructional technology issued to them as well as clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 19 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 19 is required to attend school. A student who is at least 19 years old and under the age of 21 will be required to attend school until the end of the school year.

If a 19-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year, but will not take such action on a day when the student is physically present at school. We will issue a warning notice to the student after the third unexcused absence that enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester.

If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child, age 12 or older, is absent three or more days or partial days during a four-week period, but has not had absences that would require a referral to truancy court, we will implement truancy prevention measures in hope of minimizing the need to refer your child to truancy court. If your child age 12 or older is absent from school on 10 or more days or partial days within a six-month period in the same school year, you will be referred for prosecution for contributing to truancy and your child will be referred to truancy court, unless the truancy is a result of your child's pregnancy, assignment to a state foster program, homelessness, or being the principal income earner for your family.

You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 19. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

Absences:

Attendance Requirements: Game or other activity day.

Students must be in attendance at all times. The following rules apply for school attendance on days of extracurricular and co-curricular events.

- A student will be required to be at school from **7:55 am to 2:30 p.m.** to be eligible to participate.
- The principal must be notified immediately of extenuating circumstances that may prevent a student from being at school the entire day.
- Exceptions to the rule include but aren't limited to: medical or dental appointments that could not be scheduled at a different time, funeral of a family member or close personal friend, family emergency.
- In these cases, the parent must contact Mr. Morales prior to appointments or as soon as the incident arises.
- After the appointment, funeral, visitation, etc. the student must return to school as soon as possible.

**The following are recognized by the State as Excused
College Appointment Days/College Day = C**

- Senior and junior students are the only students allowed college days. These students are allowed two college day absences: one each semester.
- See the school counselor to schedule a college day.
- Failure to follow guidelines will result in an unexcused absence.

Medical = M

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy. Extended time will be allowed for specialized appointments that require longer travel and overnight stays This provision also applies to excuse the absences of students who are parents and are absent to take the student's child for a medical appointment.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances: Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

Foster Care Activities: Absences for court-required activities attendant to the student's being in foster care will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's attendance at the activities, provided it is not practicable to schedule the activity outside of school hours. Absences are also excused if they are required under a foster care service plan.

Sounding "Taps" at a Veteran's Funeral: Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

Citizenship/Naturalization Activities: Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

Enlistment in Armed Services or National Guard: No more than four absences in the period a student is enrolled in high school will be excused for a student who is 17 years of age or older in order for the student to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard. The absence will be excused upon verification that the student did pursue such enlistment.

Military Deployment: No more than five absences in a school year for visiting with a student's parent, stepparent, or legal guardian who is on active duty and who is called to duty for, on leave from, or immediately returned from a continuous deployment of at least four months away from the person's regular residence will be excused. The absences must occur not earlier than 60 days before the date of deployment or 30 days after the date of return from deployment.

Election Clerk Activities: Students who are serving as election clerks or early voting clerks may receive a maximum of two excused absences in a school year for such activities.

Parent's Note after an Absence:

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

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school. [See policy FEC (LOCAL).]

Driver License Attendance Verification

A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license. A student must meet the Attendance requirements before they are given a VOE.

BULLYING – SEE APPENDIX M)

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyber bullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see School Safety Transfers on page 11.]

MAKE-UP WORK

The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified below (Policy EIA). A student who does not make up assigned work (tests, projects, class work, home work) within the time allotted will receive a grade of zero for the assignment. (Policies EHBC, EIA, FDC, and FDD) Make-up Work timetable:

1 - 3 days absent: work due in 48 hours from the time of return to class.

4 or more consecutive days absent will result in a joint meeting with the student and his/her teachers to decide an appropriate plan for the completion of make-up work.

Some subjects require direct teacher instruction for certain assignments; this instruction may not be able to be scheduled within the 48-hour window. In cases such as this, a teacher may adjust the make-up policy to adequately instruct the student.

Attendance and Credit

Separate and apart from the compulsory attendance requirements, students in all grade levels K-12 must attend school a certain amount of time in order to get credit or a final grade for a class. State law generally requires students to be “in attendance” for at least 90 percent of the days or minutes a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance requirements for credit or a final grade.

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class. If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

Students who are in attendance in a class at least 75% of the days or minutes but less than 90% are eligible to receive credit or a final grade if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court’s consent before credit may be granted.

In the 2018-19 school year, we require students to be in a class for 78 out 87 days in the Fall Semester and 78 out 87 days in the Spring Semester to meet the 90% attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal’s plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as ways students can make up time. If your child needs this program, the principal will provide complete information about the times and dates before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child’s situation.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Albany ISD Student Code of Conduct. The Code of Conduct contains the school district’s requirements for student conduct and behavior while at school or under the school’s jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child’s principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District’s DAEP or a JJAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student’s admission to the District.

Dress and Grooming Code: See Appendix A

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

Harassment or Bullying of Students

We prohibit students from sexually harassing other students and from sexually harassing employees; we also prohibit harassment based on anyone’s race, color, religion, gender (including pregnancy), national origin, or disability. Likewise, we

prohibit students from bullying each other. Engaging in harassment or in bullying, including cyberbullying, is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of “harassment” and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment or bullying, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment or bullying. We will listen to your concern and conduct a prompt investigation, if warranted based on the allegations. You may report instances of bullying anonymously. We also will look into reports that other students have been making sexual or other harassing comments or engaging in bullying or sexual or other inappropriate conduct. Harassment may ultimately be reported to law enforcement.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act, (p.5) protects the confidentiality of information about the student you reported for investigation. In other words, we will not ordinarily disclose to you the specific discipline imposed on another student, unless that student’s parents give us permission to disclose that information. If the complaint is about an employee’s conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee’s part.

Copies of the complete policies and procedures addressing prohibited bullying, harassment, or retaliation and the process for making reports or complaints related to alleged harassment or retaliation are included in the appendix of this handbook.

VANDALISM

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

The District makes a sustained effort to keep the facilities in good condition. Any vandalism resulting in the destruction, defacing, and damaging of any facilities will result in the maximum penalty allowable under the Student Code of Conduct.

The District in the past few years has been committed to providing updated computer equipment available to students. Any destruction or damage to the computers will not only result in disciplinary action, but also the student will be liable for replacement of or repair of the equipment.

TARDINESS

If a student does not arrive at school and in the classroom by the second bell, the student will be counted tardy. Realizing there may be circumstances that cause the student to be late, if the school is notified by the parent, if the circumstances are acceptable, the tardy may be excused. However, if the school is not notified, the student will have an “unexcused” tardy that will result in disciplinary action. Disciplinary action will also result if students are continually tardy to class.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15. Habitual offenders may also be assigned D-Hall, Corporal Punishment, ISS, or DAEP.

Confiscated telecommunications devices that are not retrieved by the student or the student’s parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, authorized personnel may search a student’s personal telecommunications device. [See **Searches** on page 16 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, authorized personnel may search a student's personal electronic device. [See Searches on page 16 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Searches of Students, Lockers, and Vehicles on School Property

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

Albany ISD reserves the right to conduct searches as deemed necessary by the school employee in charge of the students on day and overnight trips. The search may be conducted prior to, during, or after the trip has ended. The school employee reserves the right to ask school personnel from other districts to assist with the search. Any student in possession of drugs, alcohol or controlled substances while attending or participating in school related events on or off the school campus will be placed in DAEP for length of time determined at the DAEP hearing.

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services ("CPS," or also known as the Department of Family and Protective Services) ask to interview students at school. In the case of an investigator from Child Protective

Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

STUDENTS TAKEN INTO CUSTODY

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

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

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

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

Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. (Policy GRA)

Pledges, Minute of Silence, Prayer, and Meditation

Each day teachers will lead students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

LUNCH PERIODS - JR. HIGH AND HIGH SCHOOL

Jr. High School Lunch

- Jr. High lunch will be from **11:30-12:05** Monday through Thursday. **Junior high will eat lunch from 11:10-11:45 on Fridays**
- Designated area for Jr. High students is the tennis courts or the area behind the Jr. High building. Students are not allowed in other areas of the campus.

- In bad weather the Jr. High students will go to the old gym.

High School Lunch

- 9th - 12th grade will have lunch from **12:25-1:00** Monday through Thursday. **9th - 12th will eat lunch at 12:00-12:35 on Fridays.**
- The designated area for high school students is the area around the tennis court, behind the Junior High, or the area between the gyms and field house.
- In bad weather the students will be allowed in the old gym.

Open Campus

Junior and Senior students only have open campus.

The following applies to junior high, freshman, and sophomore students:

- A student may leave campus for lunch with a parent only with the following exception:
 - Grandparents may pick up their grandchild for lunch only if prior arrangements are made with school personnel.
- Older brothers or sisters **are not** allowed to take students off campus for lunch.
- Students are not allowed to leave with the parents of another student.
- A student may return from lunch with an older brother or sister or another student that the parents have deemed as a responsible party for the student.

A copy of the Bell schedules is in Appendix C.

Jr. High and High School students are **not allowed in the hallways** during lunch. If an emergency exists a student will be allowed to use the phone. The parking lot is off limits during lunch. If a Jr. or Sr. student returns early from lunch he/she must go to one of the designated areas.

CURRICULUM AND PROGRAMS

General Curriculum Information

Albany ISD operates a Pre-K—12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (pre-K—grade 6), and junior high/high school (grades 7-12).

A free half-day pre-kindergarten program is available for children who are at least four years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty;
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding;
7. is the child of a person eligible for the Star of Texas award (seriously injured in the line of duty) such as:
 - a) a peace officer under Section 3106.002, Government Code;
 - b) a firefighter under Section 3106.003, Government Code; or
 - c) an emergency medical first responder under Section 3106.004, Government Code.

If you think your child or children are eligible, please contact the principal.

Structured Physical Activity

In accordance with state law, we have the following policies in place to ensure that all students in elementary school and junior high school engage in the amount and level of physical activity required by the State Board of Education:

Students in middle and junior high school may fulfill the District's requirement for physical activity by:

1. Taking a TEKS-based physical education class or a substitute approved by the District; or
2. Participating in a TEKS-based structured extracurricular activity or in an approved private or commercially sponsored physical activity program.

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: Albany ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact a representative at the Tri-County Coop or your principal (762-3974) to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic areas, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students. Services for gifted and talented students will be provided in the four (4) core academic areas (math, science, language arts, and social studies).

Nominations for gifted and talented services will be accepted at any time. The following persons may nominate students in grades 1-12: parents, peers, self, interested adults (staff, community members, grandparents, etc.), and teachers. After a nomination, a conference will be scheduled with the nominated student and their parent(s) or guardian(s) to determine if the student is interested in program services. All interested nominated students will be assessed using both objective and subjective criteria. Nomination forms are available at the front office or counselor's office.

Student Assessments will be administered to students by trained evaluators independent of Albany Independent School District staff and/or faculty. Assessment sources may include but will not be limited to the use of: achievement tests, intelligence tests, creative thinking tests, teacher/parent checklists, student work, student interviews, observation, writing samples, other appropriate measures relevant to the arts, creativity, and/or leadership. A committee of at least three fulltime local district or campus educators will make final selection of students for services designed for gifted and talented students.

A student may be considered for re-evaluation for the gifted and talented service program two years after the initial test date of the first nomination or after one year upon the advice of the selection committee. In extenuating circumstances, the principal and school counselor have the authority to modify these time frames.

When a student identified as gifted by a previous school district transfers into the District, the student's records shall be reviewed by the selection committee to determine if placement in the district's program for gifted and talented students is appropriate. Transfer student records will be reviewed and any additional assessment will be completed so that the student will be properly placed within six weeks of enrollment in the district. When a gifted and talented student withdraws and transfer to another district, Albany ISD will include information on the student's assessment data to the receiving district.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

We will not remove your child from a regularly scheduled class in order to provide remedial tutoring or test preparation if that removal would cause the student to miss the regularly scheduled class more than 10 percent of class time, unless you provide written consent for removal from the class for remedial tutoring or test preparation.

Counseling Programs and Services

The district has a developmental counseling and guidance program. Each secondary campus has one or more school counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained school counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and school counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or school counselor.

Testing and Assessment Programs

The statewide assessment program continues to change, most recently to reduce the number of state assessments required of students. Students and parents will be informed of changes in the program affecting them as those changes are implemented. Secondary students in core curriculum courses will take and generally must pass five end-of-course examinations; students who are unsuccessful on no more than two of those assessments may graduate under a plan established by an Individual Graduation Committee. Students in grades 3-8 will continue to be assessed using the State of Texas Assessment of Academic Readiness ("STAAR"), but the frequency of testing will be reduced somewhat.

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability system. Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

To receive a high school diploma, students must pass exit-level tests. Test results will be reported to students and parents; parents may review any assessment test that has been given to their child. Certain students, some with disabilities and some with limited English proficiency, may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), the American College Test (ACT), and the Texas Higher Education Assessment (THEA) from the high school counselor at the high school. Most colleges require one or more of these for admission. Students are encouraged to talk with the school counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken the first time during the fall semester of their junior year. If a conflict prevents the fall testing, then the student is encouraged to take the test during the spring, preferably the January or February test date.

As is required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

Local Assessments:

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and assure that the child comes to school every day. The following suggestions will help your student perform his/her best on assessments:

- Begin preparation for the test when the teacher notifies the student of the test date.
- Make sure the student has a good night's sleep.
- A good breakfast will help the student stay focused.
- Daily preparation for the test is a better method of preparation than waiting until the night before.

Semester Tests and Exemptions:

Semester tests count 1/7 of the student's grade for the semester. Students are encouraged to prepare and do well on the exams. A copy of the exemption policy is located in **Appendix E** of this handbook. **If a student does not come for the semester tests the following will apply:**

- If the student was ill and the parent notifies the school office prior to testing the student's semester test will be rescheduled for the student.
- If a student does not come to take the tests without notification from the parent, the student will receive a **zero** for the semester test exam grade.
- **If a student does not come for the semester tests, without parent notification to the school, the student will lose exemptions for the rest of the school year in all subject areas and receive an unexcused absence.**

State Assessments:

In addition to routine testing and other measures of achievement, students will take state assessment tests in the following subjects according to grade:

- **Students in certain grades will be taking the STAAR/EOC exams. Please refer to the testing calendar in Appendix F for a list and dates of state assessment.**
- **Please refer to the policy manual for policy EIA (local) for information concerning End of Course assessment, class credit, and retake information.**
- **A copy of the State Testing Calendar is in Appendix F of the handbook.**

In addition to the above assessments, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

GRADING, PROGRESS REPORTS, AND REPORT CARDS

Teachers establish their grading standards, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

The Grading guidelines for grades 7-12 are as follows:

- 40% - Daily grades – Minimum of 8 grades in this category per grading period.
- 60% - Tests – May include projects, labs, research papers, or other major work; minimum of 3 grades in this category per grading period.

You will be given a *progress report* by the end of the *third week* of the six-week grading period if your child's performance in any course is near or below 75, or is below the expected level of performance. You will also have access to your student's grades online. We encourage you to check these on a regular basis. Grades online are usually updated once a week.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child's campus under the state's Student Achievement Indicator System, along with a definition and explanation of each performance rating.

TUTORIALS

The high school and Jr. high tutorial period is 7:30-7:50 a.m. Teachers also have the right to request the student come before or after school for tutorials.

Lion Academy is available for students to attend in order to make up tests, get help with homework, study or other educational need. Lion Academy hours are from 3:45 – 6:45 on Mondays, Tuesdays and Thursdays. On Wednesday Lion Academy closes at 4:45.

Promotion, Retention, Award of Credit

Students are promoted from grade to grade, or awarded credit for a course, based on their mastery of the knowledge and skills that will let them be successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit. To earn credit in a course, a student must receive a grade of at least **70** based on course-level or grade-level standards. After the ninth grade, students are classified according to the number of credits earned toward graduation. The following schedule reflects the classification of students by credits:

<u>Credit Earned</u>	<u>Grade</u>	<u>Classification</u>
6	10	Sophomore
12	11	Junior
18	12	Senior

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the fifth and eighth grades—or pass an alternate test if he or she does not pass after three tries on the STAAR- in order to be promoted to the sixth and ninth grades. Students in the fifth or eighth grade who are taking courses above the student’s grade level will substitute subject tests appropriate to the grade level, which may include end of course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child’s area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

Virtual School Network

Albany ISD is a member of the Virtual School Network. The purpose of the network is to allow students to enroll in classes, via the Internet, from other districts in the state. Students who have a class scheduling conflict can use the Virtual School Network to take the class from another district in the state. The following will apply:

- If there is not a scheduling conflict the student will have to take the class at Albany ISD
- Any class completed through the Virtual School Network will not count toward class ranking but the student will receive credit for the class.
- The Virtual School Network class has to be taken and completed during the school year.
- Any student who fails to complete a Virtual School Network will pay a \$400.00 fee as required by the Virtual School Network.

Information about the Virtual School Network policy, conditions, and requirements in Appendix I

CREDIT BY EXAMINATION

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The exam dates are during the last week of June and the first week of July. Six days are scheduled for testing during these two weeks. The tests are given on Tuesday, Wednesday and Thursday of each week.

The tests are produced by Texas Tech University. They are ordered through the Region XIV Education Service Center and must be administered through Albany High School. The District **will not** honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. (Policy EHDC) If a student plans to take an exam, the student (or parent) must register with the Principal or counselor no later than May 1st. To receive credit a score of 90 is required on the exam. See Appendix I of this Student Handbook for Class Rank and Course Leveling details.

Correspondence and Substitute Courses

The District permits high school students to take correspondence courses, by mail, for credit toward high school. See Appendix I of this Student Handbook for Class Rank and Course Leveling details.

Distance Learning

The District is developing a distance-learning program. Courses are available on an “as need” basis. The time schedule for the course depends on the school providing the course. *D/L courses are not included in class ranking.*

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian / library aide. Students have access to the library during the school day and during posted hours before and after school.

The procedures for use of the library are:

- Students are allowed to go to the library during school hours.
- The books can only be checked out when the librarian or the designee is in the library.
- Students are not allowed to enter the library without adult supervision.
- Students failing to return books on time will be fined in accordance with the rate set by the librarian. The current fine rate is 5 cents per day, per book.
- In order for a student to use the computers in the library, he/she must have previously signed the District acceptable use policy.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child’s access to the questioned materials.

Textbooks

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

Current textbooks are very expensive and students need to take care of them. If a textbook is damaged or lost it should be reported to the teacher as soon as possible. All textbooks are required to have a cover provided by the school district. *Students failing to have their books covered are subject to disciplinary action.*

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers.

The following kinds of use of the school’s equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director. (See EFE)
2. Viewing, posting or distribution of messages that are obscene, vulgar, profane, harassing, sexually oriented, sexually explicit, pornographic, offensive to others, threatening to others, or illegal, because a significant part of the District’s educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position, measure, or proposition. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
4. Viewing or participating in social network sites or chat rooms other than those sponsored and overseen by the District.
5. Tampering with anyone else’s computer, files, or e-mail.
6. “Hacking,” i.e., attempting unauthorized access to any computer whether within the district’s network or outside it.

7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's data or files, including introducing computer viruses into the District's system by any means.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct.
12. Use related to commercial activities or for commercial gain.
13. Advertisement for purchase or sale of a product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

[\(Parent Information and Authorization and Student User Agreement forms available\)](#)

OF SPECIAL INTEREST TO STUDENTS

EXTRACURRICULAR ACTIVITIES

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as UIL Academics, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, cheerleading, and drill team. Although most extracurricular activities are designed for secondary students, those in grades 7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Physical examinations are required by the UIL. A student must have a valid physical examination record on file prior to any participation in athletic activity.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them. A copy of the district's extra-curricular policy is in **Appendix H.**

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug-testing program. At the time, your child expresses an interest in participation in an activity subject to the drug-testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities. Please contact the high school principal if you would like more information about this program.

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

Students can miss a class no more than 15 times during a school year to participate in an approved extracurricular activity

EXTRACURRICULAR ABSENCES

Albany ISD allows a student to have a total of **15** extracurricular absences. The absences will be documented starting with the first day of school. The following are included in the extracurricular absences: All events included in the UIL constitution and organization absences such as Ag Science and FCCLA.

UIL events are: All academic, athletic, band, yearbook, newspaper, drill team, and cheerleading events and activities that must miss classes to attend.

Cheer Leader Tryouts

All cheerleader tryouts (7th grade varsity) will follow the same format including a combination of outside judges and student votes. Tryouts are generally held in March. A student must have continuous enrollment the prior semester in order to tryout. Students must also meet the academic standards.

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Non-school publications or materials that have been approved by the principal can be made available to students on the *bulletin board in the main hallway*. Students are not permitted to distribute non-school publications or materials in the classroom or hallways.

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

NEWSPAPER/YEARBOOK STAFFING

Staff members for the newspaper and yearbook will be selected at the discretion of the respective advisors of each publication. Inclusion in either program will be determined based on staffing needs each school year, and must be approved prior to the start of the school year. Priority will be given to students who have completed the basic journalism class.

Parking/Driving at School

Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school. The principal will establish student-parking areas (see below), and students must park only in those designated areas. **Vehicles parked in unauthorized areas may be towed away at the owner's expense. Designated student parking areas are as follows:**

Seniors	Before lunch	on the street in front of school and in the Band Hall lot
Underclassmen	Before lunch	in the parking lot between the Gym and the Activity Center

After lunch, juniors and seniors may park in any student designated areas.

In order to provide a safe environment, the following applies:

- Vehicles are not to be moved between classes unless the student is going to the elementary for class or to a medical or dental appointment.
- **The speed limit is 25 miles per hour on the street, including the road to the Ag farm and 5 miles per hour in the band hall and gym parking lots.**
- Exhibition of speed or breaking the speed limit will be reported to law enforcement officials and will result in school disciplinary action.
- Students may park on the street, the band hall parking lot and gym parking lot, as indicated above. Students **are not** allowed to park at the tennis courts, cafeteria or the back of the school during school hours from 7:55 a.m. until 3:40 p.m.
- Students are not allowed to sit in their vehicles during lunch or break.
- Students are not allowed to park around the Ag shop or field house.

- Students are not allowed to park inside the area between the gym, weight room and Ag shop. A **LINE** has been drawn between the weight room and gym and any student who parks their vehicle during school hours inside the **LINE** will be subject to having the vehicle towed at owner's expense.

Failure to comply with the parking policy will result in disciplinary action.

Graduation Plans – See Appendix K

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when they first began high school. Students who began ninth grade in 2007/2008 – 2010/2011 receive a diploma by passing the Exit Level TAKS Examinations and completing the Minimum Program, the Recommended Program, or the Distinguished Achievement Program.

The Minimum and Recommended programs in place for ninth graders entering in 2010-2011 and thereafter, and a basic description of their requirements are described in Appendix K. The graduation requirements are under review associated with HB 5. Contact the counselor for information on graduation plans for students who entered the ninth grade before the 2010-2011 school year.

Personal Graduation Plan: If your child is in junior high/middle school or high school and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma within five years of beginning the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child's education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the counselor and principal will contact you with more specific information.

Early Graduation Scholarships

High school students who complete the Recommended or Distinguished Achievement/Advanced program and graduate in fewer than four school years are eligible under state law for the Early High School Graduation Scholarship program. This scholarship provides from \$500 to \$3,000 in credits toward tuition and mandatory fees for a public or private college or university in Texas. The amount of the scholarship depends on the number of months needed to complete the high school program and the number of college credits a student earns during high school. Contact your high school counselor for complete information about this program. Early graduates will NOT be illegible to apply for local scholarships.

Graduation Honors/Class Ranking

Class rankings are calculated for the first time at the end of the sophomore year. In order for a student to be recognized as an honor student, he or she must be enrolled in Albany High School for 3 consecutive semesters to include the spring of 11th grade year and the fall and spring of the 12th grade year. For a student to be eligible for valedictorian, or salutatorian he/she must be enrolled in Albany High School 5 complete consecutive semesters. The consecutive semesters will be spring semester of the sophomore year and fall and spring semesters of their 11th and 12th grade year. Final rank in class for purpose of determining valedictorian and salutatorian and honor graduates is calculated at the end of the fifth six-week grading period of the senior year. **See Appendix I for the class ranking and weighted class policy.**

Under state law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. The school counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the school counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class will be calculated at the end of the 11th grade, middle of the 12th grade, and the final calculation will be the end of the 5th six weeks. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record.

The valedictorian and salutatorian will be the highest and next highest-ranking eligible student in the graduating class. The highest-ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies (TX Educ. Code 54.201).

Eligible students whose class ranking places them in the top twenty-five percent of their graduating class will be recognized as Albany Honor Graduates.

Albany ISD's grade conversion chart is in Appendix J. This conversion chart is for the purpose converting letter grades to numeric grades for course leveling and ranking purposes.

Graduation Exercises

Graduation exercises are held at the end of the school year. Students who finish course requirements at the end of the fall semester may participate in the graduation exercise in May. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

Students who have completed all the course requirements of the state of Texas on the regular, recommended or distinguished program but fail to pass all sections of the Exit level TAKS will be allowed to receive a "Certificate of Completion" at the graduation ceremony. Students will be allowed to participate in and attend all events associated with the graduation. Once the student has passed all sections of the TAKS/STAAR tests he/she will receive a high school diploma.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if they wish to. Students may participate in only one graduation exercise.

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

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the district's Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class, which will decide on the basic organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Records and Other Information: As we stated in the “Required Notices” section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on “Questioning Students at School,” we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- video surveillance of special education settings in accordance with Texas Education Code section 29.022; or
- media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child’s teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test, including a state assessment, or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Campus Performance and Accountability: We will keep you informed annually of your children’s campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child’s report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

Classroom Celebrations: You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child’s birthday or for any other school-designated function, such as class parties, bake sales, etc.

School Marshals: You may request in writing to be informed in writing whether any school employee at your child’s campus is currently also appointed as a school marshal; however, we will not disclose the identity of that person.

Visiting School

You are welcome to visit your children’s schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal’s office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal’s knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal’s or superintendent’s directive.

While we encourage you to be involved in your children’s education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is, the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

BAD WEATHER (SCHOOL CLOSINGS/LATE STARTS)

If the schools will be closed or start late, the school district will notify the television stations in Abilene and the radio stations in Abilene and Breckenridge. Notice will also be posted on the district web site (www.albanyisd.net). In addition, the school district will be sending notification by telephone using AlertNow. Therefore, it is extremely important that we have your correct phone number so that we can inform you of school closings as well as other information pertinent to your child's success in AISD.

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures. You can also find the district's complete grievance policy on the school web site at www.albanyisd.net (FNG LOCAL).

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within **15 business** days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not provide satisfactory resolution you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you within **ten business days** and give you a written response after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings unless required by law. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

Student Health Concerns

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco, tobacco products and e-cigarettes on campuses or school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district's student health advisory council met twice during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Students with a diagnosed food allergy that places them at risk for anaphylaxis (sudden onset, whole body reaction to an allergen that can involve closing of airways, hives, swelling, irregular heartbeat, wheezing, and other symptoms) shall be cared for in accordance with District policy

Students are permitted to possess and use over-the-counter sunscreen at school to avoid over-exposure to the sun and over-the-counter insect repellent to prevent mosquito bites, provided that the sunscreen or repellent is not being used for medical treatment of any injury or illness.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the district can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

As noted above at Bacterial Meningitis, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

Student Illness or Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

[\(Student Activity Permission and Student Activity and Transportation Permission forms available\)](#)

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine, anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, and supplies and equipment necessary to monitor and care for a student's diabetes, we do not permit students to carry their own medications and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally, you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy. The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Also see policy FFAF.

Our school nurse's office is in the elementary school and the phone number is 762-3384.

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.** Albany Junior/ Senior High School maintains a "Lost and Found" in the administrative office; clothing and other items that are turned in as "lost" and not claimed by the end of the semester will be donated to a local charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices to school, but requires them not to be a distraction during class. Students may use their phone with permission from their classroom teacher or the office. Improper use of a cellular phone or other electronic communication device during the school day will result in the item's being confiscated.

Cell Phone Rules and Regulations: See Appendix O

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher Organization/Parent-Teacher-Student Organization, and we encourage you to actively participate in the group at your child's campus. At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities. We encourage parents to volunteer in our schools.

Transportation Program

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time. Repeat offenses could result in revocation of bus-riding privileges for an indefinite period of time. Students must:

- Follow the driver's direction at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Hazing of bus occupants will not be tolerated.
- When a student rides in a District vehicle, other than a bus, he/she will have the seat belt fastened at all times.

TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES

Students who participate in school-sponsored trips are required to use transportation provided by the school **to and from** the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or if the parent presents, before the scheduled trip, a written request that the student be permitted to ride with an adult designated by the parent.

TRANSPORTATION FOR EXTRACURRICULAR/CO-CURRICULAR EVENTS

Students are encouraged to ride both to and from events with their team or group. However, if a parent wants his/her student to ride home with them, the following will apply:

- The sponsor or coach must have a written note from the parent
- A student will not be released to a relative or a responsible adult without a note and phone call to the sponsor or coach prior to the date of the event.
- Students will not be released to another student

There are times when conflicting calendars require unique transportation details to be formulated. All of these situations must be done as far in advance as possible and with permission of the coach/sponsor and the administration if necessary.

Authorized Fees

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for student identification cards.
- A fee for school-provided driver training courses.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.

- Fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Food Service/Free and Reduced-Price Food Program

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

	Student	Reduced	Adult	Visitors
Breakfast	\$1.75	\$.30	\$1.80	\$1.80
Lunch	\$2.35	\$.40	\$3.25	\$4.00

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students may pay in advance for meals or pay for one meal at a time. We do not allow any students to charge meals.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact Morgan Whitley in the superintendent’s office.

Pest Control and Asbestos Management Plan

Pest Control: Periodically, licensed or trained individuals to control unwanted pests, such as insects and rodents, treat district buildings and grounds. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the buildings or on the grounds.

Asbestos Management Plan: The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in the District facilities, is available in the Superintendent’s office during regular business hours, 8:00 a.m. to 4:00 p.m., Monday through Friday. If you have any questions, please contact Mrs. Doyleen Terrell at 762-2823

POLICY REFERENCE GUIDE

Directory information for the student	FL		
Non-discrimination	FB local	Computer resources acceptable use policy	CQ local
Parent involvement	FNG legal EIA local	Automatic admission statute (top 10% rule)	ED code 51.803 EIC legal
Student participation in school survey	EF legal	Correspondence courses	EHDE
Parent attendance at board meetings and procedure for addressing the board.	BED, FNG	Graduation programs	EIF legal EIF local
Custodian of Records	FL local	Dual credit courses	EHDD
Grading Guidelines and policies	EIA local	Grade classification by credit	EIF local
Medicine at School	FFAC local	Graduation requirements	EIF local
Report Cards, Progress Reports, and Conferences	EIA local ED CODE 28.022	Counseling academic & college prep	ED Code 33.007 EJ legal EIC legal
Student or Parent Complaints and Concerns	FNG local	Distance Learning	EHDE

Identification, evaluation, or educational placement of a student with a disability.	EHBA & FB EHBAA		
Loss of credit because of excessive absences	FEC	Credit by exam- prior instruction	EHDB
Removal of a student by a teacher for disciplinary reasons	FOA and Student Code of Conduct	Credit by exam – no prior instruction	EHDC
Removal of a student to a disciplinary alternative education program	FOC	Personal counseling	EJ local FFE legal FFE
Expulsion of a student	FOD and Student Code of Conduct	Extracurricular activities, clubs and organizations 15 day absence rule	FM legal FM
Complaints: Discrimination on the basis of sex	FB, FFH	Nontraditional academic programs	EC, EHBC, and EHBI, EHBF
Complaints: Harassment of a student on the basis of race, color Religion, national origin, or disability	FFH and Student Code of Conduct	Promotion and retention	Ed code 28.021 EHBC, EIE, and EI Legal
Complaints: Sexual abuse or sexual harassment of a student	FFH and Student Code of Conduct	Graduation activities	EI, EIF, FMH and Student Code of Conduct
Instructional materials	EFA	Certificates of coursework completion	EI local, FMH
On-campus distribution of materials	FNAA, FNAB	Graduation of students with disabilities	EIF legal
Complaints against District peace officers	CKE	Textbooks	CMD legal, EFA
Student records, unauthorized inspection or use of	FL	Summer school	EHBC legal EIE
Testing	EIF and EKB	Parent appeal for absences	FEC

Release of students from school	FEB	Attendance	FEA, FEB, FEC, FEC, FEF
Attendance for course credit	FEA	Publishing or distributing non-school materials	FNAA, GKD
Make-up work for absences	FEA, FEC	Safety	CK, FFF
Communicable diseases	FFAD legal	Accident insurance	FFD local
Bacterial Meningitis	FFAD	Disruptions by student and non-student	FO and Student Code of Conduct, GKA
Conduct	Student Code of Conduct	Applicability of School Rules	Student Code of Conduct
Corporal punishment	FO local	Law enforcement agencies	GRAA
Phones, CD players, & Electronic devices	FNCE	Student fees	FP
Harassment on the basis of race, color, religion or	FNG local FNCE	Fund raising	FJ local GE local,

national origin, or disability			GKB
Dress and Grooming	FNCA local Dress code	Immunization	FFAB exhibit TX Depart. of Health
Physical examinations	FFAA local	Prayer and meditation	EMI legal, FNA
Emergency medical treatment information	FFAC local		
		Cafeteria services	CO, COA, COB
Meeting of noncurriculum-related groups	FNAB	Pest control information	CLB, FD
Searches, student desk and lockers	FNF local	Vehicles on campus	CLF LOCAL, FNF LOCAL
Use of drug detection dogs	FNF local	Videotaping of students	FO LOCAL, EHA
School sponsored transportation	CAN, Local Student Code of Conduct	Visitors to the school	GKC local GKA local
Buses and other school vehicles	CAN, Local Student Code of Conduct		

APPENDIX A: ALBANY ISD DRESS CODE

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards. Students are required to follow the dress code while participating in extracurricular, co-curricular, and other school related competitions.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students may not wear, as outer clothing, any clothing designed to be worn as an undergarment.
- Students may not wear strapless, spaghetti strap, tank or cut top, half, or mesh shirts. All shirts and blouses should be of sufficient length so as not to expose the midriff and should be properly buttoned. Sleeveless shirts must have tight armholes and not reveal any undergarments.
- Walking shorts are permitted if they are hemmed and are of sufficient length. Shorts must be longer than mid-thigh and be in good taste. Un-hemmed cut-off shorts or spandex shorts are not allowed.
- Wind / Running / Athletic shorts with a rounded rise on the side will not be allowed.
- Dresses may not be worn that are too short. The dress length allowed is 1 inch above the knee.
- Jeggings, yoga or similar pants are permitted if they are modestly covered.
- Students may not wear excessively tight or form-fitted clothing, including low cut blouses or tops that expose cleavage and/or midriff.
- Students must wear appropriate footwear. Students cannot be barefooted. For safety of the students it is recommended that students have appropriate shoes for science, FCS, and Ag class.
- Students may not wear clothing or articles of clothing that contains pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, satanic, is gang related or that depict death. Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance or product prohibited by the school may not be worn.
- Students may not wear clothing that is full of holes, has "slits" or tears in the fabric. "Distressed" jeans are permitted. Distressed is defined by a change in color, not as tattered fabric.
- While earrings are permitted in moderation, other forms of body piercing such as the nose, eyebrow, tongue, etc. are not permitted. Violation of this requirement will result in the jewelry being removed immediately and the jewelry will not be returned to the student.
- Students are not allowed to have facial hair.
- Body art which is inappropriate must be covered and remain so. (The principal will determine if the body art is appropriate.)
- Students should avoid extremes in hairstyles that attract so much attention that they interfere with the learning environment. Hair should be kept clean and well groomed. Hair length for boys must be above the eyes in the front.
- Students are not allowed to wear hats in the buildings under any circumstance. If a student wears a hat into the building, the hat will be taken up and returned at the end of the semester. Hoodies will be treated the same as a hat.
- Sagging pants are not allowed. "Sagging" is defined as pants low enough to expose the underwear.

Since it is impossible to list all of the acceptable and unacceptable types of dress and grooming, the principal may use his/her judgment in deciding appropriate attire and grooming.

APPENDIX B: STUDENT WELFARE - FREEDOM FROM HARASSMENT FFH (LOCAL)

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion. Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an Intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities. Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to promptly report the alleged acts to an appropriate person designated below. Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG] Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

1. For sexual harassment, the Title IX coordinator. [See FB (LOCAL)]
2. For all other prohibited harassment, the Superintendent. A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Upon receipt of a report of harassment, a principal shall promptly notify the appropriate District official listed above. The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. The District may request, but shall not insist upon, a written report.

If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall authorize or undertake an investigation.

If appropriate, the District shall take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline. Retention of records shall be in accordance with FB (LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

APPENDIX C: Bell Schedules

Monday – Thursday

Period	Start	End	Duration
1	7:55	8:45	50 min.
2	8:50	9:40	50 min.
3	9:45	10:35	50 min.
4	10:40	11:30	50 min.
JH Lunch	11:30	12:05	35 min.
5 HS	11:35	12:25	50 min.
HS Lunch	12:25	1:00	35 min.
5 JH	12:05	12:55	50 min.
6	1:00	1:50	50 min.
7	1:55	2:45	50 min.
8	2:50	3:40	50 min.

Buses run at 3:40 pm

Friday Schedule

Period	Start	End	Duration
1	7:55	8:40	45 min.
2	8:45	9:30	45 min.
3	9:35	10:20	45 min.
4	10:25	11:10	45min.
JH Lunch	11:10	11:45	35min.
5 HS	11:15	12:00	45min.
HS Lunch	12:00	12:35	35min.
5 JH	11:45	12:30	45min.
6	12:35	1:20	45min.
7	1:25	2:10	45min.
8	2:15	3:00	45min.

Buses run at 3:00 pm

PTC Friday

Period	Start	End	Duration
PTC	7:30	8:30	60 min.
Assembly	8:00	8:30	30 min.
1	8:35	9:15	40: min.
2	9:20	10:00	40 mon.
3	10:05	10:45	40 min.
4	10:50	11:30	40 min.
JH Lunch	11:30-12:05		35 min.
5 HS	11:35	12:15	40 min.
HS Lunch	12:15-12:50		35 min.
5 JH	12:05	12:45	40 min.
6	12:50	1:30	40 min.
7	1:35	2:15	40 min.
8	2:20	3:00	40 min.

Buses run at 3:40 pm

Early Release

Period	Start	End	Duration
1	7:55	8:20	25 min.
2	8:25	8:50	25 min.
3	8:55	9:20	25 min.
4	9:25	9:50	25 min.
5	9:55	10:20	25 min.
6	10:25	10:50	25 min.
7	10:55	11:20	25min.
8	11:25	11:50	25min.
Lunch	11:50	12:20	30min.

Buses run at 12:20 am

10 AM Start Mon. - Thurs

Period	Start	End	Duration
1	10:00	10:35	35 min.
2	10:40	11:15	35 min.
3	11:20	11:55	35 min.
4	12:00	12:35	35 min
JH Lunch	12:35	1:10	35 min.
5 HS	12:40	1:15	35 min.
HS Lunch	1:15	1:50	35 min.
5 JH	1:10	1:45	35 min.
6	1:50	2:25	35 min.
7	2:30	3:05	35 min.
8	3:10	3:40	30 min.

Buses run at 3:40 pm

10 AM Start Friday

Period	Start	End	Duration
1	10:00	10:30	30 min.
2	10:35	11:05	30 min.
3	11:10	11:40	30 min.
4	11:45	12:15	30 min.
JH Lunch	12:15	12:45	30 min.
5 HS	12:20	12:50	30 min.
5 JH	12:50	1:20	30 min.
HS Lunch	12:50	1:25	30 min.
6	1:25	1:55	30 min.
7	2:00	2:30	30 min.
8	2:35	3:00	25 min.

Buses run at 3:00 pm

APPENDIX D: SEMESTER TEST EXEMPTION POLICY

Each semester Students are required to take **2 different core** exams (English, Math, Science, Social Studies) regardless of exemption status.

1. Core Course Exam Requirements:
 - a. All students must take the 4 core course exams per year (Math, Science, Social Studies, English), different 2 each semester.
 - i. All high school students in any EOC/AP tested course will take the semester exam in the fall (Algebra I, English I, English II, Biology, US History, Calculus).
 - ii. First Semester everyone will take Math and Science, if exempted.
 - iii. Second Semester everyone will take English and Social Studies, if exempted.

* No exemptions for dual credit classes.

** Seniors or Juniors taking dual credit courses do not have to take 2 core exams.

*** Juniors and Sophomores taking 1 dual credit course have to take one other core exam.

If a student meets the following criteria he/she may be exempt from the allowable exams:

1. 0 absences - an 80 or above average per class.
2. 2 absences - an 85 or above average per class.
3. 3 absences - a 90 or above average per class.
4. 4 or more absences the student must take all exam.

An absence is non-attendance during the class period. Exceptions are as follows;

1. Co-curricular and Extra-curricular activities under the direction of a professional staff member.
2. Excused Absences
3. For the purpose of exemptions 3 tardies per class during the semester will equal 1 absence.
4. Recurring medical appointments for a chronic condition and medical appointments with specialists, as deemed appropriate by the ARD committee.

** Any on-campus (ISS), Saturday School, corporal punishment, out of school suspension, or AEP will disqualify a student from exemption status in all classes.

If a student is exempt the whole day they must sign in at the office by 9:30 am.

Jr. High HAS NO Exemptions

APPENDIX E: SEMESTER TEST SCHEDULE

Exam Day 1

Period	Start	End
1	8:00 AM	9:20 AM
2	9:30 AM	10:50 AM
Lunch	11:00 PM	11:40 AM
3	11:40 PM	1:00 PM

Exam Day 2

Period	Start	End
4	8:00 AM	9:20 AM
5	9:30 AM	10:50 AM
Lunch	11:00 PM	11:40 AM
6	11:40 PM	1:00 PM

Exam Day 3

Period	Start	End
7	8:00 AM	9:20 AM
8	9:30 AM	11:50 AM
Lunch	11:00 PM	11:40 AM
Make Ups	11:40 PM	1:00 PM

APPENDIX F: STAAR TESTING SCHEDULE 2018 – 2019

2018 Assessments			
Test Dates			Report Dates
	STAAR		
Dec 3	English I		January 11, 2019
Dec 5	English II		
Dec 7	All make-up STAAR English assessments scheduled to be administered from Dec 4 & 6 must be completed by the end of this day.		
	STAAR		
Assessment Window Dec 3 – 7	Algebra I, Biology, US History		January 11, 2018
2019 Assessments			
TELPAS			
Feb. 25- Apr 5	Grades K-12 TELPAS Listening, Speaking, Reading, and Writing		TBD
	STAAR		
Apr 9	7 th Writing, 8 Math & English I		8 Math April 29, 2019
Apr 10	8 th Reading		English I May 29, 2019 7 Writing, June 11, 2019
Apr 11	English II		May 29, 2019
Apr 12	All make-up STAAR English assessments scheduled to be administered from April 9-11 must be completed by the end of this day.		
	STAAR		
Window May 6- 10	Algebra I/Biology/US History		By May 29, 2019
	STAAR		
May 13	7 th Math Test 8 th Math Retest		7 Math, June 11, 2019 8 Math June 4, 2019
May 14	7 th Reading 8 th Reading Retest		7 Reading, June 11 8 Reading June 4, 2019
May 15	8 th Science		By June 11, 2019
May 16	8 th Social Studies		By June 11, 2019
May 17	All make-up STAAR English assessments scheduled to be administered from May 13-16, 2019, must be completed by the end of this day.		
	STAAR		
June 24	English I		July 26, 2018
June 25	8 Math Retest		8 th Math, July 16, 2019
June 26	English II 8 th Reading Retest		English II, July 26, 2019 8 Reading, July, 16
	STAAR		
Window June 24-28	Algebra I/Biology/US History		July 26, 2019
June 29 All make up sessions for STAAR assessments scheduled to be administered from June 25-27, 2018, must be completed by the end of this day			

APPENDIX G: COMPUTER ACCEPTABLE USE POLICY

ALBANY Independent School District is pleased to offer technological opportunities to our students, staff and administrators. Our goal is to promote educational excellence in the Albany Independent School District by facilitating safe and effective resource sharing, innovation and communication with schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems.

- Use of the Albany ISD network must be in support of education and research and be consistent with the educational objectives of Albany ISD.
- Use of the Albany ISD Electronic Communications & Data Management System must not interfere with the acceptable use of the network by staff or other students.
- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files or data that belongs to anyone else without permission from the owner of the files/data. Users shall not distribute files or data that belongs to someone else without permission from the owner of the files/data.
- Albany ISD classes and/or activities often give students the opportunity to have pictures, announcements and/or examples of student work published on the Albany ISD web site. Images will be published without student names or with first names only and work will be given credit by initials or first names only.
- Students are prohibited from transmitting any material in violation of any United States or other state organizational laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Students are prohibited from creating or intentionally obtaining files, data and/or E-mail that contains objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, materials that are abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Students are prohibited from intentionally accessing objectionable material on the Internet. If you unintentionally access objectionable material, you are expected to immediately discontinue the access and report the incident to the supervising teacher or site administrator.
- For safety reasons, students are not allowed to access or participate in Internet chat rooms, forums, blogs or newsgroups.
- Students may not use any sort of Internet or network instant messaging program.
- Forgery or attempted forgery of E-mail messages and/or data is prohibited. Do not attempt to read, delete, copy, or modify the E-mail and/or data of other network users.
- Plagiarism and cheating using technology is prohibited.

The smooth operation of our systems relies upon the proper conduct of all its users. Please read and discuss this acceptable use policy (AUP) with your child. Sign the attached agreement together and return it to your child's campus. If you are interested in further information, please call the appropriate school office or the administration office at 325-762-3974.

The following policy for acceptable use of the Albany ISD network shall apply to all Albany ISD students.

Electronic Communications & Data Management System:

The Albany ISD Electronic Communications & Data Management System includes:

- Any and all computers owned by Albany ISD, networked or stand-alone
- Any and all peripherals attached to any network computer including, but not limited to modems, keyboards, monitors, mice, printers, scanners, and digital cameras
- Any and all servers attached to the Albany ISD network
- Any and all network hardware comprising the Albany ISD network
- Any and all computer program software and/or subscriptions licensed to Albany ISD
- Any and all software installed (with Technology Department authorization) on any network or stand-alone computer

Network & Internet Services:

- Although Internet access is filtered, it is possible that users may run across areas of adult content and/or material that might be found objectionable. Albany ISD will make every effort to educate and guide all Albany ISD network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.
- Albany ISD makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. Albany ISD will not be responsible for damages incurred while on this system.

- Albany ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users.
- Albany ISD shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

User Accounts:

- The Albany ISD network and Internet services are not private. The Albany ISD Technology Department and/or Albany ISD administrators may monitor data and/or users at any time to ensure proper use.
- Students in pre-kindergarten through third grades may have system access only through a group account.
- Students in fourth through twelfth grades will be assigned an individual account for system access.
- Do not share your account or password with anyone.
- Do not allow anyone else to use your account and do not use someone else's account.
- Do not leave your computer unattended. If you must leave your computer for a moment, either log off or lock the computer. Always log off when you are finished.
- The user is responsible at all times for the proper use of his/her account.

Computer Systems:

- Students are prohibited from downloading and/or installing files or software unless permission is granted by the Albany ISD Technology Department. All users must respect the legal protection provided by copyright license to programs, books, articles and data. Installation of unlicensed software will not be permitted under any circumstance.
- Students are not allowed to use any external data storage system (floppy disks, CD's, Flash drives, etc.) on the Albany ISD network unless the supervising teacher has approved that device.
- Students are not allowed to use personal devices (including, but not limited to, PDA's, laptops, cell phones) to access the Albany ISD network unless the campus Principal grants prior approval and Albany ISD Technology Department.
- Students shall not attempt to write, produce, generate, copy, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software. Such software is known as a bug, virus, worm, Trojan, or similar name.
- Vandalism is defined as any malicious attempt to harm or destroy any equipment and/or data of another user or of any other networks that are connected to the system. Deliberate attempts to degrade and/or disrupt system performance are violations of District policy and may constitute criminal activity under applicable state and federal laws. Any vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Inappropriate Use:

- The use of the Albany ISD network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies and the Student Code of Conduct. Albany ISD administration will rule upon inappropriate use.
- Possible Consequences of Inappropriate Use:
 - o Suspension of user access to the system
 - o Termination/Revocation of the system user account
 - o Other disciplinary or legal action, in accordance with district policy and applicable laws.

APPENDIX H: EXTRACURRICULAR CODE OF STUDENT CONDUCT

I. Extracurricular Activities

The term “extracurricular activity” means any membership or participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and school district and sponsored by the district or a campus, as well as non-curricular events, including but not limited to all University Interscholastic League (UIL) and non-UIL activities and student organizations, such as Student Council and National Honor Society. Extracurricular activities also include but are not limited to, public performances, dances, contests, and club events taken part in by Albany ISD students. All extracurricular activity participants, including elected and appointed officers of all campus organizations, are subject to the provisions of the Extracurricular Code of Student Conduct. Students are encouraged to participate in more than one extracurricular activity and to be involved in extracurricular activities throughout the year. Participation in extracurricular activities is a privilege and not a right.

Non-School Sponsored Sports and or other Activities.

Members of school-sponsored teams, especially varsity teams, are discouraged from participating in non-school-sponsored sports/activities during the school-sponsored season. This includes select, travel, and AAU teams, etc. Participation in non-school-sponsored sports/activities distracts athletes as well as risking possible injury further jeopardizing their school-sponsored team.

If an athlete is participating in a non-school-sponsored sport/activity during a school-sponsored sport/activity the head coach of the school-sponsored sport/activity must be made aware at the beginning of the season. It is the athlete’s responsibility to communicate with the school coach/sponsor and make arrangements for any conflicts. The school-sponsored sport/activity is expected to come first and the athlete must expect consequences for any absences due to non-school-sponsored activity participation.

School-sponsored sport coaches/sponsors will address any missed practices and/or games according to their sport/activity makeup policy outlined at the beginning of the season. If the athlete fails to notify the coach of an absence, it will be considered unexcused and may result in suspension from following contests.

II. Jurisdiction

Student participation in extracurricular activities is encouraged. Albany ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students who engage in extracurricular activities represent the entire student body and the Albany community. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Albany ISD student body at all times and places.

Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Participation in extracurricular activities is a privilege, not a right. Therefore, Albany ISD is authorized to set higher standards for participants in extracurricular activities than it would for those students who choose not to participate in these activities.

This Extracurricular Code of Student Conduct extends beyond the Albany ISD Student Code of Conduct not only in the types of behavior prohibited, but also in the corresponding consequences and jurisdiction for imposing discipline. This Extracurricular Code of Student Conduct will be enforced for all students in grades 7-12 who participate in any extracurricular activity:

- Regardless of whether or not school is in session;
- Regardless of whether the offense occurs on or off school property or at a school-related event;
- Regardless of whether the student is participating in, performing in, or attending the extracurricular activity at the time the prohibited conduct occurs;
- Regardless of whether or not the extracurricular activity is in-season; and
- Regardless of when or where the conduct occurs.

It is possible that a student who violates the Albany ISD Student Code of Conduct will incur consequences from both the appropriate school administrator and from his/her coach or sponsor for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the Extracurricular Code of Student Conduct and be subject to discipline by a coach or sponsor without having violated the Albany ISD Student Code of Conduct.

III. Conduct Expectations

The following conduct is expected of all participants. Failure to meet these expectations can result in disciplinary action by a coach, sponsor, or principal:

- Students in extracurricular at Albany Junior/Senior High School are expected to exemplify outstanding discipline, work ethic, and behavior in the classroom.
- Student commitment to a team or organization is expected for the entire season or activity. Students who participate in extracurricular activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponents' fans. Albany ISD participants will be noted for clean, tough, competitive play and show good sportsmanship and play to the best of their ability.
- Students should arrive at practices (including workouts), meetings, and events on time and prepared.
- Students who cannot be present for a practice (including workouts), meeting, or event should call the coach, sponsor, team captain, or club president as soon as they are aware that they will be absent. Missed practices, meetings, or workouts, unless excused at the discretion of the coach or sponsor, will be made up and a sponsor or coach has the right to assess disciplinary action if he/she deems it necessary.
- Injured or ill students who are unable to participate, but are able to attend a practice (including workouts), a meeting or events, are required to dress appropriately and sit or stand with the rest of the group.
- Students are required to show respect at all times to coaches and sponsors.
- Students will wear appropriate attire that promotes the positive image of an Albany student athlete.
- Male students participating in sports are required to be clean-shaven.
- Students should follow the rules promulgated in the Albany ISD Student Code of Conduct. Failure to do so may result in additional disciplinary measures related to the student's participation in extracurricular activities as determined by the coach or sponsor.
- Student conduct outside of school that reflects poorly on the district can be grounds for the removal of the privilege of participating in extracurricular activities.
- Student will comply with the AISD Student Code of Conduct.

IV Prohibited Conduct

Albany ISD students who participate in extracurricular activities are prohibited at all times from:

- Possessing, smoking/vaping, selling, or using tobacco products;
- Possessing, delivering, or using drug paraphernalia;
- Possessing, being under the influence of, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- Possessing, selling, giving, delivering to another person, using, or being under the influence of marijuana, alcohol, any controlled substance, or any dangerous drug;
- Engaging in serious misbehavior, as that term is defined in the Albany ISD Student Code of Conduct;
- Attending any event at which underage drinking or smoking is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises);
- Riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol.

V. Procedures

The coach, sponsor, and/or principal will determine, within a reasonable amount of time, whether an Extracurricular Code of Student Conduct violation has occurred. Once it has been determined that a violation of Extracurricular Code of Student Conduct has occurred, the following individuals will be notified:

- The student and the student's parent(s) or guardian(s) and/or
- The principal, and the school counselor. The counselor will provide counseling, support and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities, if relevant to the cause of the discipline.
- A signed record of the findings and decision will be kept on file for future reference.

Nothing in this Extracurricular Code of Student Conduct limits the authority of a coach, sponsor, or athletic director to impose reasonable sanctions, including extra workouts, for students who breach team or organization conduct expectations but do not engage in prohibited conduct as defined below.

VI. Disciplinary Action

Coaches and sponsors will review all the facts and circumstances surrounding a particular violation and impose appropriate disciplinary action. Coaches and sponsors will strive for consistency in meting out punishment for Extracurricular Code of Conduct violations, but will also exercise sound professional discretion. Violation of any of the above-mentioned rules by a student participating in Extracurricular activities will be subject to the following disciplinary actions:

1. **1st Offense:** suspension from all extracurricular activities for 21 calendar days, school holidays do not count towards the 21 days.
 - a. Removal from all elected offices the student holds.
 - b. The counselor will determine if counseling is needed depending on the incident and student. The length of time will be determined by the student's receptiveness to the counseling program.
2. **2nd Offense:** suspension from all extracurricular activities for 35 calendar days, school holidays do not count towards the 35 days.
 - a. Removal from all elected offices the student holds.
 - b. The counselor will determine if counseling is needed depending on the incident and student. The length of time will be determined by the student's receptiveness to the counseling program.
3. **3rd Offense:** Suspension from all extracurricular activities for a calendar year.
 - a. Removal from all elected offices the student holds.
 - b. The counselor will determine if counseling is needed depending on the incident and student. The length of time will be determined by the student's receptiveness to the counseling program.

All suspensions begin with the next contest the student is involved in. Scrimmages do not start the suspension.

The student will be suspended from the extracurricular activity until the student is determined not guilty of all charges brought against him/her. If it is determined the student violated this code, he/she will be suspended according to the suspension clause.

The principal will not ordinarily interfere in a coach of sponsor's judgment regarding appropriate discipline but has the authority to increase or decrease the punishment based on his or her assessment of the situation.

VII. Insurance for Athletes

Albany ISD is not responsible for injuries of its students who are participating in extracurricular activities. However, Albany ISD may make available, to the parent/guardian, an opportunity to purchase insurance covering participation in practice or competition for athletes. The coverage for each injury will vary according to the accident. **This insurance is supplemental to personal coverage, if no personal coverage is taken out, the school's insurance will not pay more than the supplemental coverage.** For detailed information regarding athletic insurance, call the high school office at 762-3974.

VIII. Acknowledgement

A condition required for participation in any extracurricular activity or to holding any office (elected or appointed) is that the student must sign an acknowledgement that the student has read, understands and agrees to abide by the Extracurricular Code of Conduct. The student's parent or guardian must also sign an acknowledgement. The acknowledgement states that the signing party understands the consequences for engaging in prohibited conduct.

APPENDIX I: CLASS RANKING POLICY

General Information

For a student to be eligible for valedictorian, or salutatorian he/she must be enrolled in Albany High School five complete consecutive semesters. The consecutive semesters will be spring semester of the sophomore year and fall and spring semesters of their 11th and 12th grade year.

AJSH Honor Student eligibility

In order for a student to be recognized as an Albany High School honor student, top 25% of graduating class, the student must be enrolled in Albany High School 3 consecutive semesters to include the following semesters: Spring of 11th grade year AND fall and spring of the 12th grade year.

Students who have completed all the course requirements of the state of Texas on the regular, recommended or distinguished program but fail to pass all sections of the Exit level TAKS/STAAR will be allowed to receive a “Certificate of Completion” at the graduation ceremony. Students will be allowed to participate in and attend all events associated with the graduation. Once the student has passed all sections of the TAKS/STAAR tests he/she will receive a high school diploma.

Grade Point Average and Weighted Points

Calculation of WGPA (Weighted Grade Point Average)

1. Course must be on the list of courses below to be factored in to the WGPA.
2. Each semester grade is calculated towards WGPA.
3. Weighted Points from each semester grade to get WGP.
 - a. Level I: Subtract 50 from each Semester’s Grade.
 - i. Ex. If a student makes a 97 in the first semester of a Level I course they get a Weighted GPA of 47.
 - b. Level II: Subtract 60 from each Semester’s Grade.
 - i. Ex. A student makes a 97 in the first semester of a Level II course they get a Weighted GPA of 37.
4. A Zero is calculated in for any course, both Level I and Level II with a semester grade of 69 or less.

Below is an example of 2 students and how their grades are calculated.

Student A				
Course	Sem.	Semester Grade	Wt. Factor	WGPA Pts.
Honors Eng. I	1	95	50	45
Honors Eng. I	2	96	50	46
Honors IPC	1	94	50	44
Honors IPC	2	90	50	40
Honors Geometry	1	97	50	47
Honors Geometry	2	97	50	47
Honors Algebra I	1	92	50	42
Honors Algebra I	2	90	50	40
Weighted GPA				43.875

Student B				
Course	Sem	Semester Grade	Wt. Factor	WGPA Pts.
English I	1	95	60	35
English I	2	96	60	36
IPC	1	94	60	34
IPC	2	90	60	30
Geometry	1	97	60	37
Geometry	2	97	60	37
Algebra I	1	92	60	32
Algebra I	2	90	60	30
Weighted GPA				33.875

Weighted Grade Point Average (WGPA) Courses

Level I (50 weighted Points)	Level II (40 Weighted Points)
Honors English I	English I
Honors English II	English II
Honors English III	English III
Honors Algebra I	English IV
Honors Geometry	Algebra I
Algebra II	Geometry
Pre-AP Calculus	Algebra II
AP Calculus	Math Models
Honors IPC	IPC
Honors Biology	Biology
Honors Chemistry	Chemistry
Physics	Advanced Plant and Soil Science
Honors World Geography	World Geography
Honors World History	World History
Honors US History	US History
Honors Government	Economics
Spanish I (Class of 2017 and after all LOTE's will be Level II)	Government
Spanish II (Class of 2017 and after all LOTE's will be Level II)	Speech
	* Any substitute course for one on this list that is taken via correspondence, CBE or any other way will count as a Level II.
Dual-Credit and Concurrent-Credit Courses must meet the following criteria – Must be taught by a Cisco College or Albany adjunct professor must teach by distance learning or in the classroom on the Albany campus during the school year. These courses are subject to change each year as availability and requests are calculated.	
Concurrent Biology	
Dual Credit English	
Concurrent Credit Anatomy and Physiology	

Summer, online, or correspondence courses

- Any course taken as a substitute to the above list of courses offered at AJSH will be weighted at Level II.

Out of District Courses:

- Out of district courses will be placed on the same level as Albany Jr./Sr. high school courses.
- In order to qualify for Level I weight the course must meet the following criteria:**
 - Course must be taken at another Texas ISD and designated as Honors or Advanced by the other School District.**
 - Course must be in the physical classroom with the school employee as the teacher.**
 - No correspondence, credit by exam or other type of course will qualify for Level I. These types of courses will be Level II if offered at AJSH. They will not count towards GPA if AJSH doesn't offer course.**
- Out of district “advanced and honors” course leveling will be applied if Albany Jr./Sr. High School has the “advanced or honors” designation for the out of district course. If not the course will not be counted towards class rank.
- If Albany Jr./Sr. High School does not have the “advanced or honors” designation, the course will be on the same level as the course offered by Albany Jr./Sr. High School.

APPENDIX J: GRADE CONVERSION CHART

The following chart is used to convert “letter” grades to “numeric” grades. Albany ISD high uses numeric grades to record student performance.

A+	98
A	95
A-	90
B+	88
B	85
B-	80
C+	78
C	75
C-	70

APPENDIX K: GRADUATION REQUIREMENTS

Class of 2018

All students who were enrolled in high school prior to the 2014–15 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program.

Courses	Credits Required				
	MHSP	RHSP	DAHSP	FHSP	FHSP+E
ELA	4	4	4	4	4
Math	3	4	4	3	4(Algebra 2)
Science	2	4	4	3	4
Social Studies	4	4	4	3	3
PE	1	1	1	1	1
Speech	0.5	0.5	0.5	-	-
Language other than English	0	2	3	2	2
Fine Arts	1	1	1	1	1
Electives **	8.5	5.5	4.5	7	7
Other			4AM***	-	-
Total	24	26	26	24	26

Math Models may count for 1 of the 4 required credits if completed successfully prior to enrolling in Algebra 2.

IPC may count for 1 of the 4 required credits if completed successfully prior to enrolling in Chemistry or Physics.

Students may earn additional elective credits in PE up to a maximum of 4 credits.

Foundation Graduation Plans

Students will have an annual review of their graduation plan to assess progress, discuss necessary adjustments, and update the plan to revise course selections in order to meet new or additional goals. Students will be advised of courses recommended for college and career preparation and should inform themselves of changes in entry requirements and career trends. Parents and/or guardians will be consulted if a major change occurs.

The plans below pertain to students entering 9th grade in 2016 - 2017. Beginning with the freshman class of 2014-2015, the Foundation Plan will be implemented. Students who started high school before 2014-2015 may opt to switch to the Foundation Plan or complete their current plans. Prior to making the decision, we recommend that they visit with the AJSH counselor.

While a student can graduate on the Foundation Plan without an endorsement, AJSH administration **strongly advises** that each and every student seek an endorsement. Failure to complete the Foundation Plan **not accompanied by an endorsement can seriously affect** a student's college entrance opportunities.

Foundation Plan (FP, 22 credits)

ELA (4)	Math (3)	Science (3)	Social Studies (3)	Additional Courses (9)
English 1	Algebra 1	Biology	World Geo/History	Language Other than English (2)
English 2	Geometry	2 nd Science	US History	Fine Art (1)
English 3	3 rd Math	3 rd Science	Government (0.5)	Physical Education (1)
4 th English			Economics (0.5)	Electives (5)



Foundation Plan + Endorsement (FPE, 24 Credits)

ELA (4)	Math (4)	Science (4)	Social Studies (3)	Additional Courses (6)
English 1	Algebra 1	Biology	World Geo/History	Language Other Than English (2)
English 2	Geometry	2 nd Science	US History	Fine Arts (1)
English 3	3 rd Math	3 rd Science	Government (0.5)	Physical Education (1)
4 th English	4 th Math	4 th Science	Economics (0.5)	Electives (5)

Foundation Plan + Endorsement + Distinguished Achievement* (FPE, 24 Credits)

ELA (4)	Math (4)	Science (4)	Social Studies (3)	Additional Courses (6)
English 1	Algebra 1	Biology	World Geo/History	Language Other Than English (2)
English 2	Geometry	2 nd Science	US History	Fine Arts (1)
English 3	3 rd Math	3 rd Science	Government (0.5)	Physical Education (1)
4 th English	4 th Math	4 th Science	Economics (0.5)	Electives (5)

Albany High School Personal Graduation Plan

Name: _____ ID: _____ Grad Date: _____

Endorsement: __STEM __Business & Industry __Public Service
 __Arts & Humanities __Multi-Disciplinary Studies

FOUNDATION PLAN (22 credits)

English (4 credits)

English I or Honors English I
English II or Honors English II
English III or Honors English III
English IV or Dual Credit English IV

Mathematics (3 credits)

Algebra I or Honors Algebra I
Geometry or Honors Geometry
Math Models
Algebra II or Honors Algebra II
Pre-Calculus
AP Calculus

Science (3 credits)

IPC
Biology
Chemistry
Physics
Advanced Plant & Soil Science
Dual Credit Anatomy & Physiology
Dual Credit Biology

Social Studies (3 credits)

World Geography
World History
US History
Government/Economics

Language Other Than English (2 credits)

Spanish I
Spanish II
Computer Science I
Computer Science II

Physical Education (1 credit)

Athletics
PE
Marching Band

Fine Arts (1 credit)

Band
Digital Art & Animation

Electives (5 credits)

ENDORSEMENTS (4 credits)

Advanced Math (bold)
Advanced Science (bold)

2 electives from chosen endorsement, 1 of which is advanced (bold)

Stem

Math

Algebra II
Chemistry
Pre-Calculus
AP Calculus

Science

Algebra II
Chemistry
Physics
DC Anatomy & Physiology or DC Biology

Business and Industry

Agriculture

Principles of Agriculture
Livestock Production
Small Animal Management
Wildlife, & Ecology Management
Advanced Plant and Soil Science

English Language Arts

Principals of Journalism
Newspaper I or Yearbook I
Newspaper II or Yearbook II
Advanced Journalism: Newspaper

Technology Applications

Principals of Information Technology
Digital Design & Media Production
Digital Art & Animation
Computer Science I
Computer Science II

Public Service

Principals of Human Services
Lifetime Nutrition & Wellness
Child Development
Family & Community Services
Practicum in Human Services

Multidisciplinary

English IV
Algebra II
Chemistry and/or Physics
World History
US History

ARTS & HUMANITIES

Fine Arts

Band I
Band II
Band III
Band IV

LOTE

Spanish I
Spanish II
Computer Science I
Computer Science II

Social Studies

World Geography
World History
US History
Government / Economics
DC Psychology
DC Sociology

APPENDIX L: TITLE I PARENT-STUDENT-TEACHER COMPACT

As a parent of a student at Albany Jr./Sr. High School:

- I will support my student by ensuring that he/she will attend school daily and arrive on time.
- I will provide a home environment that will encourage my student to learn and achieve academic excellence through daily reading and everyday problem solving
- I will communicate to my student the necessity of respect, responsibility, classroom discipline, and self-discipline
- I will communicate regularly with my student's teacher/s, participate in decisions related to his/her education and volunteer where I can

As a student at Albany Jr./Sr. High School:

- I will attend school regularly
- I will come to school prepared to follow the rules and be responsible for my conduct
- I will work cooperatively with students and staff members
- I will complete my school work and bring the necessary supplies

The faculty and staff of Albany Jr./Sr. High School will:

- Treat each child fairly by demonstrating care and concern for his/her needs
- Keep parents informed of their student's successes and challenges
- Provide a positive classroom environment that promotes active learning
- Provide quality teaching and leadership
- Modify/enhance instructional content to ensure that all students have an opportunity to meet and/or exceed state standards
- Encourage self-discipline through consequences of action which are fair and equitable to all students
- Provide opportunities for parents to visit our school and participate effectively in their child's education
- Upon request, provide parents with information regarding teacher and paraprofessional qualifications

As principal I, Edward R. Morales, represent all Albany Jr./Sr. staff in affirming this contract.

Appendix M: Bullying

BULLYING PROHIBITED: The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy.

DEFINITION: Bullying occurs when a student or group of students who are on school property, at a school sponsored or school –related activity, or in a vehicle operated by the District engages in written or oral expression, expression through electronic means, or physical conduct that:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student’s education or substantially disrupts the operation of a school; and
2. Such conduct:
 - a. Has the effect or reasonably will have the effect of physically harming a student, damaging a student’s property, or placing a person in reasonable fear of harm to the student’s person or of damage to the student’s property; or
 - b. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

RETALIATION: The District prohibits retaliation by a student or District employee against any person who, in good faith, makes a report of bullying, serves as a witness, or otherwise participates in an investigation under this policy.

FALSE CLAIM: A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.

TIMELY REPORTING: Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate.

REPORTING PROCEDURES/STUDENT REPORT: To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

EMPLOYEE REPORT: Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

REPORT FORMAT: A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

INVESTIGATION OF REPORT: The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

CONCLUDING THE INVESTIGATION: If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional action.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.

NOTICE TO PARENTS: If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

DISTRICT ACTION: In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

BULLYING: If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

STUDENT WITH DISABILITIES: Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

COUNSELING: If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

TRANSFERS: If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

IMPROPER CONDUCT: If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

CONFIDENTIALITY: To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL: A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION: The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES: Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s Web site; a copy may also be obtained at each campus and the District’s administrative offices.

Appendix N: 2018 – 2019 School Calendar

ALBANY ISD CALENDAR 2018-2019

August 2018							1
S	M	T	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		17/12

September 2018							2
S	M	T	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							19/19

October 2018							3
S	M	T	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			23/22

November 2018							4
S	M	T	W	Th	F	Sa	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		19/19

December 2018							5
S	M	T	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						15/15

January 2019							6
S	M	T	W	Th	F	Sa	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			19/17



First Day of Class: August 16, 2018	
Last Day of Class: May 22, 2019	
Staff Development August 13	●
January 7	●
Comp Days August 9 & 10	●
January 25	●
February 13	●
April 19 & 22	●
May 10	●
Work Days August 11 & 15	●
October 3	●
May 23 & 24	●
Holidays September 3, 2018	●
October 3, 2018	●
November 21-23, 2018	●
December 21-January 7, 2019	●
January 25, 2019	●
February 13, 2019	●
March 11-15, 2019	●
April 19, 2019	●
May 10, 2019	●
Inclement Weather Days April 22	●
May 10 & 23	●
Early Release Days November 20, 2018	●
December 21, 2018	●
March 3, 2019	●
May 22, 2019	●
T STAAR / EOC (April 12 & May 6-17)	
Graduation (G) May 24, 2019	

First Semester 87 days	
Second Semester 87 days	
First Six Weeks (31 days)	
August 16 - September 28	
Second Six Weeks (29 days)	
October 1 - November 9	
Third Six Weeks (27 days)	
November 12 - December 21	
Fourth Six Weeks (28 days)	
January 8 - February 15	
Fifth Six Weeks (28 days)	
February 19 - April 5	
Sixth Six Weeks (30 days)	
April 8 - May 22	

Start of Six Weeks ▲

End of Six Weeks ▼

February 2019							7
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			20/19

March 2019							8
S	M	T	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							16/16

April 2019							9
S	M	T	W	Th	F	Sa	
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					22/20

May 2019							10
S	M	T	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		17/15

June 2019							11
S	M	T	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

July 2019							12	
S	M	T	W	Th	F	Sa		
			1	2	3	4	5	6
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

UPDATED 3/19/18
1:36 PM

Appendix O: Cell Phone Violation Policy

In accordance with policy FNCE

1. 1st Offense
 - a. \$15 fine due before phone is given back.
 - b. 1 day of lunch detention.
 - c. Device returned at the end of the student's school day.

2. 2nd Offense:
 - a. \$15 fine due before phone is given back.
 - b. 3 days of Lunch Detention
 - c. Device returned at the end of the student's school day.

3. 3rd Offense:
 - a. \$15 fine due before phone is given back.
 - b. 5 days of Lunch Detention.
 - c. Device returned at the end of the student's school day.

4. 4th and Beyond:
 - a. \$15 fine due before phone is given back.
 - b. 1 Saturday School or ISS Assignment per violation over 4.
 - c. Device returned at the end of the student's school day.

APPENDIX P: SIGNATURE FORM DUE: AUGUST 17, 2018

By signing this page, I have read and agree to all the information. Refusing to sign does not absolve any student from abiding all the rules and regulations set forth in the AJSH Handbook, appendices, Extracurricular Code of Conduct and AISD Code of Conduct.

Student Handbook: AJSH Student Handbook Pages 1-52

Student Code of Conduct: AISD Student Code of Conduct Pages 1-37

Acceptable use of an Electronic Communications System: Appendix G of AJSH Student Handbook.

- My child May Use. My Child May NOT Use.

Extracurricular Code of Conduct: Appendix H of AJSH Student Handbook.

Cell Phone Policy: Appendix O of the AJSH Student Handbook.

Parent Permission for Student/s to Leave Campus: Pg. 18 of AJSH Student Handbook

- My child may leave campus. My child **may not** leave campus for activities.

Corporal Punishment: Pg. 9 of AISD Student Code of Conduct. FO (LOCAL), FO(LEGAL).

* If you do not want corporal punishment administered attach to this form "a written, signed statement prohibiting the use of corporal punishment as a method of student discipline". FO(LEGAL).

Publications, Video, Interactive TV, and Internet Consent

- My child's name, art work, written work, voice, or picture (video or still) may appear in any school publicity or publication, school buildings, school videos, or website.

- May be used. May not be used. (Includes the yearbook.)

Directory Information:

- Consent to release all information listed below for limited school sponsored purposes.
 Consent to only release: Name; Address, Phone #,
 Email, Photo, Degrees/Honors,
 Grade Level, Recent School Attended, Activity Participation,
 Ht./Wt. for rosters: for limited school sponsored purposes.
 DO NOT consent to release ANY information about child without written consent.

Title I A Pact: Appendix L of AJSH Student Handbook

As a parent of a student at Albany Jr./Sr. High School:

- I have read the Title I Part A parent and student pacts.

Parent Signature

Date

Student Signature

Date