

Academy High School Bumblebee Basics



Academy High School

Dear Parents:

Welcome to the 2022-2023 school year. This handbook excerpt is to support you in knowing logistics for arrival, dismissal, and more. Reading this document does not take the place of reading the entire Academy ISD student handbook.

Our goal is to partner with you in providing a well-rounded education for your child. We believe that clear communication is key to parent-teacher teamwork. Our doors are always open to support you and your child in any way possible. Please reach out to us through email or telephone at any time.

Sincerely,
Academy High School Leadership Team

Contact Numbers



Front Office	254-982-4201
Fax	254-982-4420
Nurse	254-982-4201
Cafeteria	254-982-0135
District Administration	254-982-4304

Academy High School is a 9th-12th grade campus. We have approximately 500 students and a staff of about 50. Our campus offers a number of programs to meet the special and individual needs of each child at our school. We have a supportive staff that provides a safe and secure learning environment for your child.

We want parents and guardians to feel free to visit our school and to talk with us at any time. Please call or come by the school. Conferences with classroom teachers will need to be scheduled during allotted conference time. All visitors are required to check in the office with a proper ID to receive a visitor's badge. This is for the safety of the most important people in the world – our students; therefore, we ask for your cooperation. We look forward to getting to know you better.

The school day begins at 7:55am. We open the campus doors at 7:25am. Staff go on duty at 7:25am to closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:25am. If they walk, they should arrive at school no earlier than 7:25am. Please cooperate with this effort.

School breakfast is served from 7:25-7:50. When students arrive they are expected to go to breakfast or their classroom. Academy High School is committed to educational excellence and instruction begins promptly at 7:55. Students not in their classrooms at that time are considered tardy and must be signed in at the front office. Please help children be on time for school.

School is dismissed at 3:45pm.

Change of Address, Telephone Number, and Student Registration Information

Address & Telephone Number: State law indicates that parents/guardians furnish the school with a current address and telephone number. It is very important to inform the school when information on the Student Registration card changes, such as phone numbers (home, cell, work, emergency contacts, etc.) as well as who is allowed to take your child from school. If your child's home address and/or telephone number change during the year, please inform the school office immediately. Most importantly, parents or guardians must come into the office in person, with a valid ID, in order to add/delete names and make changes, including telephone numbers, on the student registration card. We will not release your child to anyone whose name is not on the student registration card. Please inform those people you have designated to pick up your child that they will be required to show a picture ID. Should the courts be involved in limiting who may pick up your child, a court order will need to be on file in the office.

Animals

For student safety, please do not bring pets to school when picking up and/or dropping off your child.

Armed Services Vocational Aptitude Battery Test (Grades 10–12)

Any student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter. The test shall be offered during school hours at Academy High School.

Contact the principal for information about this opportunity.

Attendance

Your child needs to be in attendance every day via your school of choice. If your child is unable to attend school please call the school office at 254-982-4201 or email the school at stacy.justice@academyisd.net. If you call, you will also need to email the campus PEIMS specialist at stacy.justice@academyisd.net or deliver a note to the front office. All absences are recorded as unexcused until a written note is received. An excuse note is due within five school days of the absence. If not received, the absence will remain as unexcused. If your child is checked out of school or class during the day (illness, medical appointments, etc.), a note is required. Students with medical appointments will not be counted absent if they are in attendance any part of the day, bring a signed doctor's note, and have completed their classwork or assignment for the day.

According to the state

NOTE: Compulsory Attendance Law

A student must be in attendance at least 90% of the school year to earn a promotion. Should a student not meet the 90% rule, the parents will be contacted by the Campus Attendance Officer. Persistent absences can result in a court hearing as well as retention.

Tardiness

Students who are tardy must be signed in at the front office. Parents will be notified upon the 3rd through the 10th tardy of each grading period.

Awards

Awards assemblies are held in May. AHS recognizes A Honor Roll, A-B Honor Roll, and Perfect Attendance (semester and year). Only children who have been enrolled in AISD from the first day of school and in attendance daily will receive Perfect Attendance recognition for the year. Time out of school due to tardiness or leaving school early will be accumulated by the semester. Three tardies will count as a day's absence for the purpose of awards for perfect attendance.

Honor Roll:

All-A Honor Roll-The student must make 90% or better in all classes.

A-B Honor Roll-The student must make 80% or better and have at least one grade of at least 90%.

Bad Weather Days

Parents, students, and staff members are asked to tune in to radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools. In the event that schools must be closed, the decision will be made by the AISD superintendent and the information will be disseminated as soon as it becomes available.

Career and Technical Education (CTE) Programs (Secondary Grade Levels Only)

The district offers career and technical education programs in the following areas:

- Ag Science
- Business Administration
- Family and Consumer Science
- Health Science

Admission to these programs is based on the students' endorsement under House Bill 5 requirements.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Class Rank/Highest-Ranking Student

Academy ISD shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit. The district shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9-12 only, unless excluded below. The grade point system at Academy High School is based on a six point scale. The district shall include failing grades.

The calculation of class rank shall exclude grades earned in physical education, athletics, assigned remediation or tutoring courses, distance learning courses, online courses, credit recovery courses, courses substituted for physical education, summer school remediation courses, aide courses, yearbook, dual credit courses, or credit earned through credit by examination, with or without prior instruction.

The district categorizes and weights courses as Level III, Level II, and Level I.

When a student transfers semester grades for courses that would be eligible under the Level II category and the district has accepted the credit, the district shall include the grades in the calculation of class rank. When a student transfers semester grades for courses that would be eligible to receive additional weight under the district's weighted grade system, the district shall assign additional weight to the grades based on the categories and grade weight system used by the district only if similar or equivalent courses are offered to the same class of students in the district.

For the purpose of determining honors to be conferred during graduation activities, the district shall calculate class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose. For the purpose of applications to institutions of higher education, the district shall also calculate class ranking as required by state law. The district's eligibility criteria for local graduation honors shall apply only for local recognition and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]

The valedictorian and salutatorian shall be the eligible students with the highest and second highest weighted GPA, respectively. To be eligible for such recognition, a student must:

Have been continuously enrolled in Academy High School for the four semesters immediately preceding graduation;

Have been enrolled for a minimum of five courses during his or her senior year;

Be a four-year graduate; and

Have completed the foundation program with a distinguished level of achievement.

In case of a tie in weighted GPAs, after calculation to the fourth place after the decimal, the district shall recognize all students involved in the tie as sharing the honor and title.

The district will award the highest ranking student award to the Valedictorian.

The top ten percent of the class, for the purpose of local honors, may exceed 10 percent of the graduating class size to ensure at least 10 percent of the graduating class is honored for this achievement.

Courses and how they are weighted.

LEVEL III – Eligible Advanced Placement (AP) courses, Pre-AP Courses, 3rd or fourth level language other than English.

LEVEL II – All eligible courses not listed as Level III or Level I courses.

LEVEL I – Eligible modified content courses, Practical Writing

Exclusions from GPA:

The calculation of class rank shall exclude grades earned in physical education; athletics; any assigned remediation or tutoring course; any distance learning course; any online course; any credit recovery course; any course substituted for physical education; any summer school remediation course; any aide course; yearbook; any course for which a pass/fail grade is assigned; or through credit by examination, with or without prior instruction. Dual credit courses receive a pass/fail grade at AHS.

According to the Texas Education Code §51.803 many Texas public colleges or universities are required to admit students automatically if:

GPA places the student in the top 10% of high school graduating class,

The student applies no later than 2 years after graduation from a Texas public high school, AND

A complete application along with all required documentation is submitted to the college or university before the filing deadline of that college or university.

See policy EIC for more information.

Class Schedules

All students are expected to attend school for the entire school day and maintain a full class schedule. Exceptions may be made occasionally by the campus

principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day schedule.

College and University Admissions and Financial Aid (All Grade Levels)

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

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 terms and spring 2021 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid.

Parents and students will be asked to sign an acknowledgment that they received this information.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

College Credit Courses (Secondary Grade Levels Only)

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Temple College, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain Career and Technical Education (CTE) courses.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student’s grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

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

Cafeteria and Lunch Period Expectations

Lunch deliveries to students:

- No commercial deliveries of food will be made to any campus.
- Parent deliveries – Parents may drop off a lunch sack/box in the vestibule of the AHS main entrance. Please make sure that the student’s name is clearly visible on the container. Please place lunch on the table provided in the vestibule.

Behavior Expectations:

- Follow directions the first time given.
- Keep hands, feet, mouth, and objects to themselves.
- Remain quiet when in the serving line.
- Dispose of trash in a quiet, orderly manner.
- Remain in the designated areas at all times unless given permission by a staff member. The designated areas are:
 - The cafeteria and the commons area restrooms or,
 - The outside picnic tables (immediate area only).
 - Must have written permission to access the Ag and/or any athletic facilities, and High School hallways (100's & 200's hallways).

Restroom Expectations

The restroom is a facility that is designed for a specific purpose. Students are expected to enter the restroom, use the fixtures in accordance with their specific design, then exit immediately. Any usage that deviates from the restroom design and purpose, including loitering, may result in disciplinary consequences.

Checking Students Out During the Day

Parents are discouraged from regularly signing out their student(s) between lunch and 3:45 in order to miss dismissal traffic. Students who are routinely checked out early from school are denied an educational opportunity and it could adversely affect their learning experience.

Students are not permitted to leave school grounds unless they have been properly signed out through the office.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office. Teachers are not allowed to release students to anyone.
2. Be prepared to show a valid driver's license or military ID. Office staff will not release students to anyone not listed on the student's information card. Please do not send anyone to school to pick up your child who is not on the Student Registration Card.
3. Wait in the office until your child joins you.

Child Abuse

The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

Clinic/Medical Issues

Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

- Fever – Fever is defined as a temperature equal to or greater than 100°F. AISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.
- Clinic Visits – Students needing to be seen in the clinic will require a clinic pass. Parents will receive a call from the nurse only if the student needs the parent's immediate attention.
- Medication – All medications must be administered by a clinic staff member and can only be given with a physician's order on file and proper pharmacy label on the medication. Students are not permitted to carry any prescription medications or over the counter medications on their person, including cough drops, medicated creams, eye drops, etc. Teachers are not allowed to give any medications to students. For the complete AISD medication policy, see the district website under AISD Health Services.
- Head-Lice - An itchy scalp is often a symptom that lice are present but not always an early sign. Common sites to find lice or nits (tiny lice eggs) are behind the ears, the crown of the head, and the nape of the neck. Head lice are spread most commonly by direct head-to-head contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen. Please see more information on head lice on our AISD website (www.academyisd.net) under Health Services.
- Immunizations – If your child receives immunizations throughout the school year, please bring written documentation that immunization was given. Students cannot attend school until immunizations are up-to-date.

Email

All students are given an email address to communicate through Google Classroom as well as through email with their teachers. Students will also use their email address to check their grades on the parent portal. Students will be expected to follow the acceptable use policy as outlined in the student handbook.

Grading Guidelines

The school year is divided into two semesters of three six-week each. Final exams are held at the end of the year and are based on attendance.

Six-week grades shall be based on a minimum of 8 grades. Grades will consist of 6 minor grades and no less than 2 major grades. A description of minor and major are listed below. Teachers will post grades weekly.

Examples of **minor grades** may include, but are not limited to, the following: homework, weekly notebook checks, quizzes, spelling tests, warm-ups, worksheets, vocabulary, short essays, presentations, cooperative learning group work, mini-assessments, etc.

Examples of **major grades** may include, but are not limited to, the following: projects, major papers, major tests, presentations, labs, unit tests, unit projects, 6 week tests, notebooks, etc.

Second Semester exams are required in the foundation areas and shall count 10% of the term grade. Students in grades 9-10 may earn an exemption from final exams in up to three subjects.

Grading System:	A	90-100	C	70-79
	B	80-89	F	Below 70

Grading Weights:

On Level (Regular)	45% Minor Grade - 55% Major Grade
Advanced	40% Minor Grade - 60% Major Grade
A.P.	35% Minor Grade - 65% Major Grade

Credits by Semester Averaging:

Students will receive credit when the average of first and second semester grades equal a grade of 70 or higher.

RETEST GUIDELINES

- o Only students who score below a 70 on a test may retake a test.
- o Only 1 retake per test failed.
- o The teacher shall take the higher of the 2 test grades with a 70 being the highest possible score.
- o Students shall be permitted a reasonable opportunity to retake a test for which the student received a failing grade. It is the students' responsibility to coordinate with the teacher about test retakes.
- o Semester exams may not be retested.
- o It is strongly encouraged for the student to attend tutorials in the class where a retake has to be taken.

EXAM EXEMPTION GUIDELINES

The exam exemption is a privilege afforded to students who have attended school on a regular basis, and maintained a good average. Achievement is the desired outcome of increased attendance and, as such, is linked to attendance in the qualification for exemptions. The intent of the exemption policy for semester exams is to provide positive reinforcement to students for attending school more than the minimum days per semester currently mandated by state law. The minimum grade and attendance criteria combinations that qualify for exemptions, computed individually for each course) are:

- § Grade 95-100 – Maximum of 3 absences
- § Grade 90-94 – Maximum of 2 absences
- § Grade 85-89 – Maximum of 1 absence
- § Grade of 80-84 – Maximum of 0 absences
- § Grade of 79 and Below – No Exemptions

Students are exempt from exams only. Students are not exempt from required attendance on the day of exams. Attendance will be taken on each day of exams.

- o 3 tardies for any one class will count as 1 absence.
- o Freshmen and sophomore students who meet the above criteria are allowed to exempt up to 3 semester exams. Junior and senior students who meet the above criteria may be exempt from all exams.
- o Students who have attended ISS/OSS for more than 3 days or DAEP any time during the school year are not eligible for an exemption.

Google Classroom

Students will be expected to use Google Classroom to turn in a variety of assignments. If students are unsure how to use google classroom they will be taught how to view and submit assignments. Parents can also view google assignments by emailing the classroom teacher and ask to be added as a parent.

Grade-Level Classification (Grades 9–12 Only)

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

Credits Earned	Classification
5	Grade 10 (Sophomore)

10	Grade 11 (Junior)
15	Grade 12 (Senior)

Graduation

Requirements for a Diploma

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and

Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I
- English II
- Algebra I
- Biology
- U.S. History

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on norm-referenced national standardized assessments or on the

state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

ID Badges

Texas Senate Bill 270 requires certain contact information for suicide prevention to be printed on all public school student ID cards for grades 7-12. The goal of this measure is to foster suicide prevention through greater awareness, equipping students as young as 12 years old. Providing an easily accessible suicide prevention telephone hotline number on a student's ID card will be another necessary resource for potential lifesaving help.

In order to implement this Senate Bill, Academy High School is now providing ID badges for all students with the required information on the back. As soon as ID badges are issued all AHS students will be required to wear their badge. Badges must be visible above the waist. Students will be required to show their ID's at athletic events to gain free admission. Badges may also be scanned to check out library books or pay for lunches in the cafeteria. Replacement badges will cost \$5.00.

Foundation Graduation Program

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as outlined within the high school section of the handbook.

State law prohibits a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parents are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student's desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student's parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	3
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Locally required courses	0	0
Locally required courses	0	0
Electives	5	7
Total	22 credits	26 credits

Additional considerations apply in some course areas, including:

- Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student's completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student's transcript.
- Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally

determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
- A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
- In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

Available Endorsements

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with a distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parents. Before the end of grade 9, a student and his or her parents will be required to sign off on a personal graduation plan that promotes college and workforce readiness, promotes career placement and advancement, and facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will outline an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for All Graduation Programs

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

Note: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

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

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (IEP) and in accordance with state rules.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP may participate in graduation ceremonies and receive a certificate of attendance. The student may then remain enrolled to complete the IEP and earn his or her high school diploma but will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL) for more information.]

ARD committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law. A student who receives special education services may earn an endorsement

under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

Graduation Activities

Graduation activities will include:

- Class Picture
- Graduation Practice
- Graduation Ceremony

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

The following students and student groups shall be recognized at graduation ceremonies:

- National Honor Society
- Top 10 Percent
- Honor Graduates
- Distinguished Graduates

Graduation Speakers

Certain graduating students will be given an opportunity to speak 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.

[See the Student Code of Conduct and policy FNA(LOCAL) for more information.]

Graduation Expenses

Because students and parents will incur expenses to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the 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.

Field Trips

Parents who wish to chaperone a field trip must first see the Busy Bees to fill out a background check form and be cleared in their background check. Only staff and students may ride an AISD bus to or from the field trip. Those parents acting as an approved chaperone will need to provide their own transportation and may not bring other children on the field trip. Students who ride the bus to the field trip **MUST** return on the bus with their class; no students will be allowed to leave with a parent from the field trip site.

Honors Classes for UIL Eligibility

The following are honors classes for purposes of eligibility to participate in extracurricular activities:

1. All College Board Advanced Placement courses and International Baccalaureate courses in all disciplines;
2. English language arts: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
3. Languages other than English: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and languages other than English courses Levels IV–VII;
4. Mathematics: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)” and precalculus;
5. Science: high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One)”;
6. Social Studies: Social Studies Advanced Studies, Economics Advanced Studies, high school/college concurrent enrollment classes that are included in the “Community College General Academic Course Guide Manual (Part One).”
7. Level three courses as defined within the requirements for GPA.

Homework/Unfinished Classwork

Homework and classwork is considered late when it is not turned in at the time and place designated by the teacher. Students can receive up to a 70 if the work is turned in during the next class meeting and a 50 if turned in two class meetings after the due date. All work submitted beyond the second class meeting is not required to receive credit from the teacher.

Items Not Allowed

Animals of any type, toys, hand-held electronics, and trading cards of any kind should not be brought to school. Blankets and/or pillows are not allowed on campus. Knives and guns (or look-alikes) are strictly prohibited. Violators are subject to having the items confiscated as well as disciplinary action. Refer to the District Student Code of Conduct.

Lost and Found Articles

Students lose many articles each year. Please help us with this by labeling your student's sweaters, coats, lunchboxes, bookbags, etc. If a student loses anything, he or she should check the lost and found area. Clothing, lunch boxes, and other similar items are placed there. Valuable items such as watches, eyeglasses, etc. are kept in the office. All unclaimed items are donated multiple times throughout the school year.

Library

AHS Library hours are 7:25 AM-7:55 AM and 11:00 AM - 12:30 PM each day.

Makeup Work

Absent

- A student that is absent has the number of days absent to make up work. Example: The student is absent 3 days due to illness. The student has 3 days to make up missed work.

Extra-Curricular Absent

- On a block schedule, the student accesses missed work via online learning. Students can seek support from missed class during excel the following day. All work is due the next class meeting for full credit.

Meetings of Non Curriculum-Related Groups

Student-organized, student-led non curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL). A list of these groups is available in the principal's office.

METHOD OF COMPUTING GPA

Academy High School is on a 6 point scale as indicated by the chart below. Foreign exchange students are included in the class calculations when GPA is calculated.

<u>GRADE POINT SYSTEM</u>			
<u>Grade Average</u>	<u>Level III</u>	<u>Level II</u>	<u>Level I</u>
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6
95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0

Below 70 = 0 (all levels)

Network Use

AISD offers internet access for students. An Acceptable Use Policy is included in the Student Code of Conduct. A parent signature is required before students are allowed access.

Parent Portal

Parent Portal is used to view student progress reports, report cards, absences, update information, and enroll your child each school year. The email used for the parent portal must be the same email given to the school during registration. The email is what connects our systems. If you need support with your parent portal account please contact the school at 254-982-4201 and ask to speak to the PEIMS specialist.

Parent/Teacher Conferences

Please contact the office or your classroom teacher to schedule an appointment to meet with an administrator or a teacher. All visitors are required to report to the office upon entering the building to sign in. All visitors will be screened using the District's Raptor system and will then receive a visitor's badge. Visitors are reminded that the staff at Academy High School is diligent in maintaining a safe learning environment. After checking in with a valid photo ID, visitors will be escorted to their destination by an AHS staff member. Should a situation arise in which the learning environment or level of safety is violated, the visitor will be asked to leave.

Parking and Parking Permits (Secondary Grade Levels Only)

A student must present a valid driver's license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit and pay a fee of \$5.00 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed
- Double-park

- Park across a white or yellow line
- Park in a fire lane
- Sit in parked cars during school hours

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

Physical Education

If your child is unable to participate in P.E. due to a medical condition, a note to the P.E. teacher will suffice if the illness is no longer than three days. For more than three days, a doctor's note is required. Tennis and athletic shoes are required for full participation in P.E.

Progress Reports/Report Cards

Progress Reports are sent out according to the District calendar each 6 week grading period to show the progress your child is making in mastering the Texas Essential Knowledge and Skills (TEKS). Report cards are available electronically through the parent portal. If you are in need of a printed report card please reach out to our PIEMS specialist at 254-982-4201.

Scholarships and Grants

Students who have a financial need according to federal criteria and who complete the foundation graduation program may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for scholarships and grants toward tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

Signing Students Out of School

A valid photo ID is required for all student early sign-outs. Only those persons identified on the student's information cards will be permitted to sign for release of the students. Valid picture IDs will be required. If accumulated early pick-ups (and tardies) exceed three occurrences per 6-week grading period, the student will not be eligible for a perfect attendance award (unless doctor's notes are provided).

Steroids

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only. Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Student Conduct and Discipline

Student conduct and discipline are governed by the school board and campus policies in the interest of providing a safe school environment that is conducive to learning. Refer to the District's Student Code of Conduct. Every child enrolled is expected to abide by the school rules. Appropriate action will be taken when there are violations. Please visit the Academy ISD website (www.academyisd.net), then select the Student Code of Conduct link. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until the administration can conclude his/her investigation.

Student Supervision Before/After School

Student supervision begins at 7:25. Please do not drop students off before this time. When school is dismissed, children are expected to leave the campus immediately. Please be prompt in picking up your child. Students remaining on campus after dismissal will be subject to consequences. Students are not permitted to wait on other students participating in after-school activities. The school office closes at 4 p.m. At that time, any remaining students are subject to referral to other agencies, such as Child Protective Services or Bell County Sheriff's Department. There is no after school supervision on the school grounds.

Texas Virtual School Network (TXVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TXVSN course, please contact the school counselor. Unless an exception is made

by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the AISD Administration office.

Transfer Grades

Transferred grades in all applicable courses shall be included in the calculation for class rank; however, Level Three weigh shall be awarded to grades transferred for such courses only when the same honors, pre-AP, or AP course is offered in the district. Transferred letter grades shall be converted to numerical grades before conversion to grade points for the calculation of weighted GPA. In the event a numerical value cannot be obtained for a letter grade, the high school principal shall (or designee???) make the following conversion:

- A+ 98
- A 95
- A- 93
- B+ 88
- B 85
- B- 83
- C+ 78
- C 75
- C- 73
- D 70

Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

Transportation

Riding the bus is a privilege that the Academy Independent School District allows its students. Students are expected to behave properly on the bus. Our first concern is the safety of your children. Students who misbehave on the bus will receive a bus referral and visit with the Assistant Principal. Consequences are listed in the Student Code of Conduct and range from lunch detention to bus suspension. Students who consistently abuse this privilege may be suspended from riding the bus for the remainder of the year.

Transportation Behavior

Violations of bus rules may result in a suspension from the bus for a period of time deemed necessary by school administration. The Student Code of Conduct may be applicable to bus related disciplinary situations. If your student is having a problem on the bus, he/she should let the bus driver know at the first safe opportunity (when the bus is stopped). If that does not correct the situation, have them contact their principal or email the principal.

1. Remain seated facing the front and keep all limbs within the school bus seat compartment until the bus comes to a complete stop and the driver opens the door.
2. Actions that distract the driver and create an unsafe environment for other students are prohibited on school transportation.
3. Be courteous and respect the rights and property of others.
4. No profanity, lewd talk, obscene gestures, racial or sexual slurs is permitted.
5. No pushing, shoving, hitting or fighting. Putting your hands on others is the quickest way to get in trouble. Bullying (physical or verbal) WILL NOT be tolerated on AISD transportation.
6. Students are expected to throw away trash.
7. The driver is the authority on the bus and may assign seats as he or she deems necessary.
8. ANY vandalism/destruction of the bus (not limited to writing on, cutting, or tearing of seats, etc.) will result in suspension from the bus AND COST OF REPLACEMENT PARTS.
9. Students riding a bus with seat belts are required by state law to wear the seat belt.

Transportation DAEP

Students who receive a District Alternative Education Placement are not eligible for AISD transportation. Parents will be responsible for providing transportation to and from the DAEP campus.

For any transportation questions/concerns, please contact Mr. Nolen, Director of Transportation at 254-982-4304.

Tutoring

The tutoring schedule is located in each teacher's syllabus.

Use of the Telephone by Students

Students are discouraged from making calls unless it is an emergency. Students will not be called from the classroom to receive a telephone call.

Visitors

All visitors to our school must report to the office upon entering the building. A visitor must present a current driver's license or identification card; it will be scanned, using the Raptor system, by the district's visitor identification system, and further access will be granted or denied based on the results of the scan.

If further access is granted, the visitor will be issued an adhesive identification badge, which must be worn at all times on the campus.

All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver's license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.

All visitors who go to other parts of the campus besides the front office must be escorted by a staff member. Visitors are not permitted to be in the building without an escort.

A visitor who cannot provide valid ID shall be restricted to the office and may not go to any other part of the campus.

The responsible campus administrator has the discretion to deny access to any visitor when information is received from any reliable source that the individual is potentially a substantial risk to the safety of students or staff.

Persons who are identified as registered sex offenders shall be denied access to the campus.

If you need to leave a message or item for your child, we will take care of it for you without disturbing the class. If you have an appointment with a teacher, we will call the teacher to the office. Also, all visitors will be escorted to their destination by a campus staff member. Safety is our priority as well as space availability in the classroom.

Classroom observations require prior approval of the principal and the teacher. Parents or legal guardians, who wish to observe their children in class, must call the school office in advance, make an appointment and comply with the access rules. Once approved, parents will be escorted to view their child through the classroom window. This does not apply to parents identified as registered sex offenders because they are denied campus access altogether.

Withdrawals from School

In case a student is to be withdrawn from school, the homeroom teacher and the office should be notified at least 48 hours in advance of the planned withdrawal date. Students must return all textbooks and library books and pay all monies owed to the school (library and textbook fines) prior to withdrawing. See the District Information Section of this handbook.