



ABSENCE NOTES

Following an absence, a student must submit a parent's/guardian's written excuse note to the Attendance Office. Students should submit the written excuse on the first day back to school. Failure to submit a written excuse note within two days will result in the absence(s) being recorded as unexcused.

Important Note: Excuse notes turned in past the two-day deadline will be placed in the student's file but will not result in a change in the recording of the absence as unexcused.

ANTICIPATED ABSENCES

Prior approval must be obtained from a student's Assistant Principal before missing school due to an anticipated absence. Students need to submit a parent's written request to the Assistant Principal at least three days in advance of the absence. Failure to receive the approval from the administrator will result in the absences being recorded as unexcused absences.

AP TESTING FEES

Advanced Placement Tests are given in the spring semester. Registration for these tests is handled through the counselor's office and there are fees charged for each test. If the student does not take a test they have registered for, they will not receive a full refund for that test. There is a handling fee for each test that will NOT be refunded.

ARRIVING AT SCHOOL

When students arrive at school they are to enter through the food court (outside doors) and remain in the food court until the 7:23 bell rings. Students are not allowed to enter through any door without a teacher or tutorial pass. No students will be admitted through the front doors until 7:23 AM. Parents may drop students off in the front circular drive; however, students must walk around to the food court door on the student parking lot side to enter the building. On rain days, students dropped off at the front will be allowed to enter through the front door and proceed directly down the main corridor to the food court. All students with tutorial or teacher passes must proceed through the food court to the blue doors. Without a pass, students will not be allowed to leave the food court until the 7:23 bell rings.

ARRIVING LATE TO SCHOOL

Students arriving at school after **7:40** a.m. should immediately report to the attendance office to sign in and get a late pass to their class. Late Buses: If your bus gets to school after **7:30** a.m., report immediately to your class. Late buses will be announced by the Front Office. Failure to sign in at the attendance office when arriving late, other than by district bus, may result in an **unexcused absence** and may result in disciplinary action.

ASSEMBLY BEHAVIOR

Food and drink are **NOT** to be taken into the auditorium. All students are required to go to all assemblies unless otherwise instructed.

BUS PASS

If you plan to ride on a school bus other than your own, a note from your parents must be provided. The note must be verified before 2:30 by your principal. To verify the note, the principal must be able to contact a parent of each student.

CAEP (Campus Alternative Education Program) and DAEP (District Alternative Education Program)

There are two disciplinary Alternative Educational Programs; The District Alternative Educational Program held at MR Wood and the Campus Alternative Educational Placement held at AHS. The District AEP will be for serious code of conduct violations that result in a Mandatory Removal from the home campus (examples: alcohol, drugs, and weapons). The Campus AEP will be for persistent misbehaviors and violations of the code of conduct (examples: insubordination, disruptive behavior).

- A. Students receive 20 days of CAEP upon their first placement.
- B. CAEP will have certified teachers instructing the students and grading the student work.
Students in the CAEP will still be AHS students. Grades and attendance will still be done on campus.
- C. Students will wear uniforms and not be allowed to wear any jewelry; not even a watch. No cell phones or electronic devices are allowed.
- D. Students will be isolated from AHS population at all times; even before school.
- E. Rules will be covered daily, and the students will sign off on rules daily.
- F. Misbehavior in CAEP can result in further disciplinary action; even expulsion.
- G. Students assigned to CAEP or DAEP are not allowed to participate in any extracurricular activities during their alternative assignment.
- H. Students violating the code of conduct that results in Mandatory Placement in the CAEP will be assigned to MR Wood for a minimum of 45 days.
- I. Students placed in the DAEP will be withdrawn from AHS and enrolled at MR Wood.
- J. Teachers at MR Wood will provide the instruction for the students as well as assign and grade work while the student is in DAEP.

- K. The DAEP does not offer honors credit, AP credit etc. and they do not offer many of the elective credit classes offered at AHS. Students placed in the DAEP may not receive the higher credit classes and could lose the credit of electives not offered.
- L. The DAEP will have a more stringent yet similar dress code and rule policy as the CAEP.
- M. More detailed information about CAEP and DAEP can be found on line or in the FBISD handbook.

CAFETERIA

- Eating in the food court will be more pleasant for all if each of us will remember to:
- Enter the food court in an orderly fashion. **DO NOT RUN.**
- Consider others in line waiting to be served. Be courteous enough to wait your turn quietly.
- Keep your place in line. Do not save places for friends.
- Buy YOUR lunch only; do not buy lunches for your friends.
- Return your tray to the receiving window or place the tray on the top of indoor trash cans; put all trash in the trash cans provided.
- Be sure to clean up your eating area and to push in your chair.
- Students are to eat in the food court or in the covered patio area adjoining the food court. No eating in the halls or sitting on the floor.
- Students are to stay in the food court or covered patio areas during their lunch times; they are not to wander through the halls, upstairs, on the bus ramp, or the student parking lot.
- Students eating on the covered patio are not to go beyond the fenced area.
- DURING LUNCHTIME, STUDENTS ARE TO USE THE RESTROOMS ADJACENT TO THE FOOD COURT. ALL OTHER RESTROOMS ARE "OFF LIMITS".
- No food or drinks are allowed outside of the food court or patio areas. Do not take food or drinks into the academic areas on the way back to class. Finish eating all items before leaving the food court.
- Vending machines are "off limits" during class time.
- Failure to follow these procedures may result in assigned lunch seats or other disciplinary action.

CLINIC

- When a student feels ill and wants to go to the clinic, he/she must get a pass from his teacher. Students will not be allowed in the clinic without a pass from a staff member. He/she is to go directly to the clinic. Stopping at lockers, restrooms, etc. is not allowed.
- Students are not allowed to use their cell phones (or other phones in the building) to call home regarding illness. - **When students are ill, they must first see the nurse, and use the clinic phone to call parents.** Students who are ill will be checked out through the clinic. Disciplinary action will be taken if students do not follow FBISD policy about cell phone use.
- If a student feels ill between classes or at lunchtime, he must get a pass from his next period teacher.
- The student must sign in when he gets to the clinic, and he must sign out when he leaves the clinic. If students do not sign in or out there will not be a record of their presence in the clinic and it will result in a tardy or an unexcused absence. Disciplinary action will be taken if students falsify times on the sign in/out sheet.
- Any student leaving school through the clinic must bring an excuse note signed by a parent or guardian upon returning to school. This note should cover the day the student left through the clinic and any additional days the student was absent.
- Students are not allowed to have in their possession ANY medication (prescription or non-prescription) and can NOT administer any medication to themselves or others. Please refer to the FBISD Student/Parent Handbook for proper procedures for having medications at school.
- During the school year, students are screened for height and weight, hearing, vision and spinal abnormalities. Not all screenings are conducted at every grade level. Parents may request screening if desired.

CLOSED CAMPUS

Once students arrive at school, they are not permitted to leave the campus without proper authorization. Failure to follow the procedure for leaving school will result in an unexcused absence. An unexcused absence may result in denial of credit, truancy charges, and disciplinary action. Students are not to be in the parking lot or any unauthorized areas at school or disciplinary action will occur.

COMPUTER USE

All students using district computers are required to have a signed Acceptable Use Policy on file before they may log into the district computer system. **The AUP form must be signed by both students and parents prior to any computer use.**

It is a violation of the Fort Bend ISD Acceptable Use Policy for any student to access the Internet when using a district computer UNLESS the teacher has given an assignment requiring the student to use the Internet.

Any student accessing the Internet without permission (this includes accessing e-mail accounts from a district computer) will receive the following disciplinary measures:

First Offense - Teacher will contact parents and complete a discipline referral.

Second Offense – Teacher will refer student to appropriate assistant principal. The AP will assign the student to serve Saturday Detention.

Third Offense – One day suspension and one week removal from the computer.

Any student downloading programs, using any method to circumvent the district firewall, or committing any other major infraction will receive the following disciplinary measures:

First Offense – One to three days of suspension and loss of computer privileges for two weeks

Second Offense – Three day suspension and loss of computer privileges for remainder of semester.

Any student accessing any part of the computer or network without permission will be suspended from school up to three days.

Any student exceeding 10 megabytes of storage space on their network drive may face disciplinary action.

Any student possessing executable files on a school computer will be subject to disciplinary action.

CONFISCATED PROPERTY

Students may not bring to school those items which are inappropriate or specifically against school rules. If those items are brought to school the property may be confiscated. *Neither AHS, nor AHS personnel are responsible for the damage to, or loss of property that is confiscated due to a student being in violation of school/district rules.*

The following rules apply to confiscated property:

- Toys, games, squirt guns, masks, wigs, hats, etc. that are not appropriate for school or disrupt the school environment will be confiscated. The student's parent or guardian may pick up confiscated items at the front desk during regular school hours.
- Cigarettes, matches, lighters, any tobacco products, or weapons will not be returned and discipline action will occur. A ticket will be issued when cigarettes are confiscated.
- CD players, MP3 players, cameras, video games and other electronic devices and accessories will be taken up on the first infraction and can be picked up by a parent/guardian at the front receptionist desk after 24 hours, on the following school day. As with cell phone confiscation, there will be a 15\$ cash fee to retrieve a confiscated electronic item. A second offense will result in confiscation of the item, another \$15 cash fee, and a Saturday Detention.
- Cell phones/pagers are to be kept OFF and out of sight (purse, backpack, pocket, etc.) at all times during school. If a phone is not put away, if it is used (for calling, text messaging, games, photos, etc.), or if it rings in class, the phone will be taken up on the first infraction. After 24 hours, a parent/guardian will have to retrieve confiscated items from the front desk and pay a \$15 cash fine (Items confiscated on Friday or just before a holiday can not be released until the next school day when personnel are back on campus.). A second offense will result in a Saturday Detention and the parent/guardian will again have to pay a \$15 cash fee to retrieve the item from the front desk. A third offense will result in Sat. Detention and the phone will be confiscated until the end of the school year. **Note: Refusal of a student to turn a phone over to a member of the staff when requested will result in the student's suspension from school.**
- AHS will dispose of any property not picked up by June 5th.
- Austin High School will not be responsible for the loss/damage of any confiscated property.

DENIAL OF CREDIT

The State of Texas mandates that students must be in attendance at least 90% of the school days. If a student has missed more than the required time, there will be a denial of credit for that class. If credit has been denied, the student will need to file a Petition to Retain Credit with their assistant principal. The attendance committee will review the petition and will grant credit, or continue to deny credit according to the circumstances of the student.

DISMISSAL FROM SCHOOL

Once students have been dismissed, due to security reasons, they will not be readmitted into the building after school hours. The front doors of the building are locked promptly at 2:45 PM. All students who are being picked up after school must be picked up in the circular drive at the front of the building between 2:30 PM and 2:45 PM. No automobiles will be allowed entry into the bus ramp or the student parking lot until 2:45 PM. After 2:45 students must be picked up at the circular drive by the food court. Students will not be allowed to wait inside the front section of the building.

DRESS CODE

Student attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the learning process.

Brightly colored hair, Mohawks, faux hawks, fades, cuts into the hair, and other distracting hair styles, frayed or torn clothing, clothes with holes in them, or sleepwear at school do not promote high self-esteem and are a violation of the Discipline Management Plan.

House shoes/slippers are not permitted. Gloves are not permitted to be worn. Cosmetic mouthpieces (grills) are not allowed. Exposed studs, rings, or other jewelry associated with body piercing are not allowed. Tattoos may not be shown at any time. Caps, hats, hoods/hoodies, head bands, scarves, etc. are not to be worn in the building. Boys must be clean-shaven and may wear only stud type earrings; no loops or dangling earrings will be allowed. Boys may not wear sleeveless shirts. Long/tall tees and jerseys must be kept tucked in. **Loose or sagging pants are not allowed. Pants must be worn at the waist and belted in a manner that keeps the pants from sagging. Failure to keep pants at waist level will result in the student**

having to use school furnished plastic ties to hold the pants at the waist, and the student will have to spend the remainder of the day in ISS as well as attend a Saturday Detention. Repeated grooming code infractions will be considered insubordinate behavior and will result in more severe disciplinary actions. Shorts and skirts must not be more than three inches above the knee. Short skirts with tights/leggings worn underneath them are not allowed. Midriffs must be covered. Any manner of dress or grooming that is distracting or draws undue attention is not appropriate. Also, any manner of dress with inappropriate words, symbols, or images is not allowed. Students who violate the dress code policy during final exams will be sent to ISS and will have to come back later to take exams. The dress code policy is in effect at all school functions (on campus and off-campus). Students involved in extracurricular practices and events must wear appropriate clothing at all times.

EMERGENCY PROCEDURES GENERAL RULES

- A siren initiates evacuation of the building.
- An announcement from the office may countermand a false alarm.
- The type of disaster will be announced from the office.
- Immediately follow evacuation routes from the building.
- Students should take only personal articles with them, and remain with their teachers at all times.
- Teachers should make sure their classroom doors are shut and locked. Teachers should take class rosters with them.
- Walk clear of the building in a single file. **DO NOT BUNCH TOGETHER IN HALLS OR DOORWAYS. BE QUIET AT ALL TIMES.**
- Wait for the all-clear signal before re-entering the building.
- Any student causing a disturbance during any disaster drill will be subject to disciplinary action.
- If a power failure occurs during the school day, students are to remain in their classrooms until further instructions are given. If a power failure occurs before school begins, all students are to report to the food court until otherwise instructed.

HALL PASSES

To leave class, a student must obtain a hall pass from his/her teacher. When given a pass it is the student's responsibility to ensure that the hall pass is filled out properly. The student is expected to go directly to the location named on the pass and only to that location. Once finished at the pass location, the student is to return directly to class. There are to be no added stops, i.e. locker, restroom, telephone, etc. Students that violate this procedure will be placed on a No Pass List and will not be allowed to receive any type of pass from class for a specified amount of time.

LEAVING SCHOOL EARLY

Students may leave school early for the following reasons:

- Dental or doctor's appointment.
- A reason approved in advance by any of the principals.

Students MUST adhere to the following procedures:

- Bring a note with: full name, date, time to be excused, parent's signature, and phone number.
- When you arrive at school, turn the note into the attendance office. At that time you will receive a pass showing the time you should leave class. Show this pass to your teacher. When it is time for you to leave, your teacher will then release you to go to the attendance office. From class you must go straight to the attendance office, so get any needed belongings from your locker before you go to class.
- Take your pass to the attendance office where you must sign out and get a pass to go out to your car. If someone is to pick you up, they must come into the attendance office to sign you out.
- The attendance office personnel will call your parent/guardian to verify your note. **If we are unable to verify the note, you will not be allowed to leave campus.** If you do not sign out, no record of your leaving school will exist and an unexcused absence and disciplinary action will result.
- If a student has an emergency that would require them to leave the campus, he/she must get permission from a principal (or, in case of illness, the nurse) and then follow the sign-out procedures stated above. (Do not use a cell phone to call home to "get permission" to leave campus. Use of a cell phone at school is not allowed and will result in disciplinary action as described in the section labeled CONFISCATED PROPERTY. Make sure to see an Assistant Principal or Nurse and let them contact your parent/guardian.)
- Failure to follow this procedure will result in an unexcused absence. An unexcused absence may result in denial of credit, truancy charges, and disciplinary action. Students that drive may lose driving privileges for a period of time.

LIBRARY

- Students must have a valid form of I.D. in order to check out books from the library. Reference books may be checked out overnight and other books for 14 days.
- The library is open before and after school for student use (7:00 a.m. - 3:30 p.m.). The librarians have 2 meetings a month and the library will close at 3:00 PM on those days.

- During the regular school day students must have a library pass from their teacher to use the library. At lunch students do not need a pass.
- Have your library pass signed by the librarian and return it to the classroom teacher. In addition study hall students must fill out the yellow library information sheet.
- Students must keep track of books that they check out from the library in order to avoid having to pay fines for lost or late books. Be considerate of fellow students. There may be another student who is waiting for a book to be returned.
- Do not check out books for your friends.
- Students who have overdue books or owe fines will not be issued textbooks, will not receive yearbooks, and will not have certain other privileges until they are clear with the library.
- Fines and payments for library books must be made in **cash**.
- Internet searches must be limited to subjects that support the curriculum; games and e-mail are not permitted.
- In order to use the computer, students must log on using their own login and password. Do not log on for friends.
- Follow all district AUP guidelines when working on the computers in the library.
- Students must sign in at the desk to use library computers. The student will be assigned to a computer.
- The library provides printing from a copy machine and from the computer for .10 per page.
- No eating, drinking, or grooming in the library.

LOCKERS

- Lockers are provided for each student.
- Each student is responsible for the material in his/her locker.
- Do not give your combination to anyone else.
- If you have trouble with your combination or locker, see the principal in charge of lockers. If you have difficulty opening your locker and are late to class, you will receive a **tardy**.
- Lockers are school property and may be inspected by the administration at any time.
- If items are stolen from your locker, report the theft to the POLICE OFFICER and/or to your PRINCIPAL. Efforts will be made to retrieve your property; however, **ULTIMATE RESPONSIBILITY FOR MATERIAL LEFT IN LOCKERS RESTS WITH THE STUDENT**.
- Do not share lockers or books. If you are found in violation of locker assignment, all involved students will lose locker privileges for a specified period of time.
- Do not put food or drinks in your locker.

LOST AND FOUND

To help us return lost items to you, please label all belongings brought to school with your name. Articles, books, and clothing that are found should be turned in to "Lost and Found" located at the reception desk at the front of the building or to any Assistant Principal's office. We will make every effort to find the owner of lost items provided each item is tagged with a student name. Confiscated material may be picked up from the reception desk at the designated time and by the designated person.

MAKE-UP WORK

Students will make arrangements for make-up work on the day they return to school. If a student is absent on a known test day (and he has been absent on that day only), he will be expected to take the test on the day he returns. If he has been absent only the day before the test and no new material has been covered, he will be expected to take the test at the regularly scheduled time. If he has been absent two or more days, he will *immediately* make arrangements with his teachers to take the make-up test. It is the *STUDENT'S RESPONSIBILITY* to secure information concerning make-up work from his teachers immediately upon returning to school. If a student is absent on the day a project is due, he is expected to make arrangements to have the project delivered to the teacher on the due date. Unless arrangements are made, a student that has anticipated absences or activity absences is expected to turn in his/her work or project before leaving. Students who fail to follow these procedures will not receive credit for work missed.

RESPONSIBILITY FOR MAKE-UP WORK RESTS WITH THE STUDENT, NOT THE TEACHER.

OFF CAMPUS STUDENTS

Students who have elected to have one or two periods "off campus" each day **must remain off campus** during their "off periods". Students are not to arrive early, or remain after their classes causing them to be on campus unsupervised. Off campus students are responsible to make daily transportation arrangements to arrive just before their classes begin and to leave immediately after their classes end. Being on campus during "off campus" times will result in disciplinary action. Repeated infractions will result in loss of the "off campus" privilege and will result in the student being assigned to study hall.

PROGRESSIVE HIGH SCHOOL STUDENTS

Students who attend PHS must wait to catch their bus on the patio on the bus ramp side of the building. When returning to AHS the PHS students must remain on the patio until AHS is dismissed. PHS students are not to loiter in the halls of AHS or be unsupervised anywhere on campus other than the patio on the bus ramp side of the building.

PAYMENT OF FEES AND FINES

Please be advised that each student or his parent or guardian, shall be responsible to the school for all fees or fines incurred by the student. Payments must be made in **CASH**. Outstanding school fines will result in, but not be limited to, the following restrictions until the financial record is cleared: Students will not receive a yearbook, seniors will not receive a cap and gown, students will not be allowed to purchase prom tickets or parking permits, and students will not be exempt from the spring semester finals. Student privileges can be suspended for extra curricular activities until debts are cleared.

SATURDAY DETENTION -- IN SCHOOL SUSPENSION (I.S.S.)

- Students must be on time, adhere to AHS grooming code, and have work to do while in Saturday Detention. Tardiness, being out of dress code, or failure to have (or do) work will result in a disciplinary referral and the assignment of additional Saturday detentions or suspension. Misbehavior in Saturday Detention will result in an additional Saturday Detention assignment or suspension. Failure to attend Saturday detention will result in being suspended on the following Tuesday.
- Students not following rules in I.S.S. will be suspended.

SCHEDULE CHANGES

- Class changes will not be made to accommodate students' like or dislike of a particular teacher, preferred period, or preferred lunch schedule.
- **Required courses can not be dropped or changed** other than with level changes as listed below.
- Students must be enrolled in 5 credit classes (with the exception of 5th year seniors who will only be enrolled in enough classes to meet graduation requirements). Students will not be allowed to drop a course if dropping a course would cause them to have less than 5 credit classes. (**NOTE: Study hall, office aide, TAKS support classes, and off-campus do not count as credit classes.**)

- Elective courses may be changed in accordance with the 90% attendance laws.

Please refer to the FBISD Student Handbook for details about deadline dates for dropping a course.

NOTE: Any change in schedule will most likely result in other changes in the schedule. (For example: lunch schedule or periods of other classes may change.)

- The FBISD handbook states that a student may "drop a course for study hall up through the last day of the seventh week of each semester.

NOTE: This refers to dropping a course only, not adding a course.

This should not be done if the student is already in a study hall.

This should not be done for students with passing scores in the class.

This can not be done if it will result in a schedule with less than 5 credit courses.

This refers to elective courses---not required courses.

SCHEDULE CHANGES AND DROPPING/COURSE DEADLINES 2009-2010

- **Please refer to the FBISD Student Handbook for specific deadlines and criteria for changing schedules/dropping classes.**

- **Level changes will not be made unless the following criteria have been met:**

1. The student has a current nine-week score below a 70, or a failing progress report.
2. The student's parents have had a conference with the teacher assigning the failing grade to determine the reason for the low score and to hear ideas on how the student may improve the score.
3. The student has been regularly (at least three times weekly) attending tutorials to improve the failing score.
4. The student is keeping his/her parents informed of his/her progress through weekly monitoring of grades using the "Friday Sheet" or the parent has evidence of weekly e-mail reports.

- Level changes require a "level change request form" which the student must get from the teacher of the class he/she wants to change. (Signatures required: teacher, department head, parent, counselor, and principal if necessary).

If approved, level changes for the 1st semester may be made after by the FBISD determined deadline date.

The mandatory attendance law requires 90% attendance in a class in order to receive credit – therefore course changes cannot be made if doing so would violate this law.

- UIL determines that no changes may occur during the 5th & 6th week of any 6-week grading cycle.
- Schedule changes will not be made which cause class loads to be exceeded.
- See the FBISD student handbook for additional explanations of schedule change requirements.

SENIORS: DUE TO THE METHOD OF DETERMINING CLASS RANK IT WOULD BE AN UNFAIR MANIPULATION OF RANK TO ALLOW SCHEDULE CHANGES DURING THE SECOND SEMESTER TO AVOID A LOW GRADE. THEREFORE, SENIORS WILL

NOT BE ALLOWED ANY SCHEDULE CHANGE WITH THE EXCEPTION OF CHANGES NEEDED TO MEET GRADUATION REQUIREMENTS AFTER THE FOURTH WEEK OF THE SECOND SEMESTER. (Note: Level Changes will be allowed for required courses within the guidelines pertaining to level changes.)

SCHEDULE CHANGE PROCESS

- Students should pick up a schedule correction form from the counselor's office.
- Students are to have the previous teacher at each period sign the schedule change before going to the new class. The new teacher will not accept the student if the schedule is not signed by the previous teacher.
- When leveling up or down please note a student's grade follows them to their new class. There are no grade adjustments for level changes.
- Students must return textbooks from any class that is dropped to room 108 at the time the schedule is changed. Failure to do so will result in a \$10.00 late fee or a lost book charge.
- The teacher will receive add/drop list on a regular basis from the guidance office. If a student leaves and is not on the drop list or if a student is on the drop list and has not received a reschedule change, the teacher will contact the counselor immediately.
- Teachers will make copies of grades to send to the new teacher before the student is dropped from the grade book. All 9 week grades will be transferred in the computer by the guidance office.

SCHOOL SPONSORED TRIPS

- Students cannot miss a class they are failing in order to attend a field trip or to participate in a school activity.
- If the cost of the trip is not **PAID IN FULL before the trip**, the student will **not be allowed to go on the trip and will not be able to recover the funds already deposited** for the trip.
- School rules and dress codes will continue to apply on all field trips.
- **Any advance payment for trips is non-refundable.**

SCHOOL PHOTOGRAPHS

All students must comply with the dress code in order to have school pictures taken. Any photograph determined to be inappropriate will not be placed in the yearbook nor will a student ID card be issued.

SEMESTER EXAMS

All semester exams will be taken at the time scheduled. No exams will be given early. Do not make dental and doctor's appointments or plans to leave town during the exam days. The AHS/FBISD exam schedule should be adhered to by students and their parents. Please be aware that exceptions will not be made because of inexpensive airfare reservations made that can not be refunded, etc. Please be an informed parent when making travel reservations.

Students who miss exams in January will be expected to take the exams on the first day back to school after the exam week.

A room will be set up for exams with a staff member assigned to administer the exams. No student will be required to take more than 2 exams in one day. Testing will take place in the CAEP room on the first three days after exam week.

Students who miss exams in June must take the exams as soon as possible; preferably while the teachers are still on campus.

Students should attempt to schedule their exam with the teacher for the afternoons during the one-half day long exam days, or on the final teacher work day. If illness prevents a student from being able to take exams during the final exam week in June, the student must make up the test with the Registrar during the first week after school is out for the summer break.

Any request for making up an exam after the first week of summer break must be made and approved during the first week of the break following the end of school.

EXEMPTION FROM SEMESTER EXAMS

Students must take and master all sections of the exit level of TAKS. Refer to the FBISD student handbook for a complete set of conditions that must be met in order to be exempted from the spring semester final exams. Please note that textbooks must be turned into the teacher as part of the exemption process. Note that death in immediate family will be defined as parents, siblings, legal guardians, and grandparents.

STUDENT CLASSIFICATION

Students must be enrolled for 4 hours to be considered full time students. This translates to **5 class periods** in a 7 period day.

Students will not be allowed to drop a class if their schedule includes 5 credit classes and 2 non-credit classes. To be eligible for **UIL District and/or State Competition**, a student must be enrolled in 5 classes for credit.

Please refer to the FBISD Student Handbook for details on credits needed for student grade classification.

For all students, grade classification is made following the end of the school year (spring semester).

STUDENT CLUBS

Students and sponsors wishing to organize new clubs for the 2009-2010 school year must submit their completed proposal to the appropriate Assistant Principal by October 2. No new clubs will be allowed to form after the October 2 deadline.

All existing clubs must resubmit paperwork (including an updated constitution and list of officers) for continued approval to the appropriate AP by October 2.

Note: Existing clubs will have to resubmit paperwork on an annual basis. Clubs may meet before or after school Monday through Thursdays. No clubs are to meet on Fridays.

STUDENT IDENTIFICATION CARDS

All AHS students must carry a Student I.D. Card with them at all times while on school grounds and at school activities. These cards are made during the fall picture dates, so it is important that everyone have their picture taken. Special stipulations will be made for those students who enter our school after the picture dates have passed. (There is a \$3.00 fee to replace lost ID cards.) These cards are used for the following: checking out books from the library, admission to certain school dances, admission to certain athletic events, admission to certain assembly programs, identification for students who leave school early, bus identification, proof that you are an Austin student, buying junior-senior prom tickets, parking permit, yearbook, any other reason deemed necessary by the principal.

STUDENT INSURANCE

At the start of school each student is sent home with information on accident insurance. This is a voluntary insurance which is normally considered a secondary policy. In situations where the student does not have a primary insurance, the secondary policy becomes primary. **It is important to note that schools carry no insurance coverage for bodily injury unless the student is participating in a UIL Activity, such as football, volleyball, etc.** The purchase of secondary insurance for students participating in approved activities is an option on which the Board of Trustees must decide annually.

STUDENT PARKING

Requirements to purchase a parking permit:

- Completed application form
- Valid Texas Drivers License
- Proof of Insurance showing student's name as insured driver on the registered vehicle.
- \$25.00 **CASH** (Note: \$5.00 of the parking fee will go to the junior/senior prom.)
- Year, Make, Model, Color, and Texas License Plate number on vehicle
- Clear on "fine/not clear" list

Each VEHICLE will be required to properly display a valid AHS Parking Permit on the BOTTOM passenger side of the FRONT window (Apply the sticker using the adhesive backing. Please do not tape the sticker to the window). Students not in compliance will be fined, may lose parking privileges, and may be "booted" or towed at the owner's expense.

PARKING VIOLATIONS SUBJECT TO A FINE OF \$35.00 AND BEING "BOOTED"

(Note: \$5.00 of the parking fine goes to the junior/senior prom.)

- No VALID permit displayed on Vehicle
- Parking in a FIRE ZONE, TEACHER'S LOT, VISITOR PARKING, RED ZONE, HAZARD (yellow) zone.
- Parking in HANDICAP ZONE.
- Displaying a taped, stolen, duplicated, borrowed, revoked, voided or forged permit.

Violations of the following rules will subject you to disciplinary action and / or loss of your parking permit.

- Vehicles must be legally parked in a single parking space in the student parking area only. Student vehicles parked anywhere else on campus without written authorization from the appropriate principal will result in a fine of \$35 and a temporary loss of parking privileges. Repeat offenders will be fined and will lose their parking privileges for an extended period of time, and could lose their parking privileges for the remainder of the year.
- Students must exit the vehicle upon arrival and IMMEDIATELY enter the food court area.
- A 10 mph speed limit is strictly enforced on campus.
- Driving conduct such as reckless driving, racing, allowing a person to cling/ride on the hood/trunk of the vehicle, dangerous maneuvers, squealing of tires by force, excessive noise, and/or driving in non-designated areas shall result in a loss of parking privileges, administrative disciplinary action, and/or police intervention.
- If your driving to school causes a "discipline problem" (leaving campus without permission, skipping, tardiness, etc.), you will lose parking privileges.
- Students are not allowed to return to their vehicles and are not allowed in the parking lot during school hours without the permission of an Assistant Principal. Being in the parking lot without authorization will result in administrative disciplinary action and a loss of parking privileges.
- Students leaving campus, or allowing other student to borrow their vehicle to leave campus, without authorization from an Assistant Principal will be subject to administrative disciplinary action and a loss of parking privileges for up to the remainder of the school year.

- If officials of the school district have reason to believe you have anything in your vehicle that is in violation of the law or Fort Bend ISD board policy, you may be requested to open your vehicle for a search by a school official or designee.
- **If in your car, you are found to possess alcohol, marijuana, drug paraphernalia, any illegal or controlled substance, or prohibited weapon you will lose your parking sticker for the rest of the school year.**
- The “Red Zone” which encompasses a portion of the student parking lot area is designated as the marching band practice area. Failure to remove your vehicle from the Red Zone by 2:45 p.m. shall result in a \$35 fine and a loss of parking privileges.
- There is a \$35.00 fee to remove the “boot” from a vehicle. The boot must be removed by the police officer or designee only.
- **Parking stickers are non-transferable and can not be given, sold, or loaned to any other student. Students can not register for, or purchase parking stickers with the intent to give or sell the sticker to another student.**
- **The purchasing or selling (borrowing or loaning) of parking permits, the attempt to purchase or sell a parking permit, or any attempt to circumvent these regulations will result in the forfeiture of the permit, loss of the money spent, loss of parking privileges, and will result in administrative disciplinary action, as well as possible police action.**
- **If you are caught using a permit that is not your own, besides receiving a \$35 fine:**
9th and 10th grade students will forfeit their opportunity to enter the “lottery” as a junior, 11th grade students will forfeit their “senior privilege” to reserve a sticker for their senior year and will have to enter the junior lottery for a chance to receive a sticker.
- If you change vehicles during the school year, you must complete a “change form” and provide insurance information (showing student’s name) on the vehicle you will be driving on campus.
- If the car you registered is involved in a wreck, is stolen, or is sold, and you wish to register a different car, you must provide documentation: i.e.-police report or sales invoice, to justify the issuance of a replacement-parking permit. **There will be no re-issuing of lost/stolen permits.**
- If for any reason you drive a vehicle to school other than the one registered, YOU MUST upon arrival to school inform the Police Officer and the Assistant Principal in charge of parking permits so you may receive a “temporary parking permit”. Failure to report any vehicle changes will result in a fine of \$35, and may result in the loss of parking privileges. **NO TEMPORARY PERMITS WILL BE ISSUED TO STUDENTS WHO DO NOT ALREADY POSSES A VALID PARKING PERMIT.**
- If a student with a parking permit will be leaving school during the day, the student must bring a permission note with a signature from the parent /guardian to the attendance office with a phone number that can be called to verify the student leaving and driving his/her vehicle. **No student will be allowed to leave campus without going through the attendance office with proper paperwork and verification ahead of time.**
- Students who withdraw from AHS must turn in their parking permit to the Assistant Principal before the withdrawal procedure is considered complete.

TANGIBLE COURTSHIP

Students are to refrain from kissing and/or sexual misconduct at school. Sexual misconduct will result in disciplinary action. Repeated reminders about public display of affection will also result in disciplinary action.

TARDIES

Students are required to be in class on time. A tardy bell rings according to the bell schedule. **THIS BELL INDICATES THE TIME CLASS IS TO BEGIN, NOT THE TIME THE STUDENT SHOULD STEP INSIDE THE CLASSROOM DOOR.** A student is tardy if he/she is not in his/her assigned seat when the bell rings.

- Teachers may not cause a student to be late to his next class. (A note from a teacher will **NOT** excuse a tardy.)
- Each semester students will be sent to a principal on their 3rd and subsequent tardies.
- Even though tardies start over at the second semester, disciplinary action is continuous and will not start over.
- Students who do not report to class within 20 minutes of the start of the period will be given an unexcused absence for that class.
- Repeated tardiness will be perceived as insubordinate, persistent misconduct which will result in increasingly severe disciplinary actions being taken.

TELEPHONES

Students are not allowed to use cell phones anywhere on campus until after 2:30 pm. Cell phones must be kept **OUT OF SIGHT AND OFF** while on campus. **Students are not allowed to make or receive phone calls/text messages to anyone, including family members, during school hours.** Parents/Guardians that need to contact their student may do so by calling the alpha principal at 281-634-2000 and leaving a message. The message will be **delivered** to the student. During school hours, student office telephone use should be limited to emergency calls only. A student needing to make an emergency call to a parent/guardian must report to their alpha principal’s office. Students will not have access after school to office phones, therefore please make arrangements to pick up your student prior to school that day. Failure to follow proper procedures will result in the cell phone being taken from the

student and placed at the front office (see section CONFISCATED PROPERTY). **A student who refuses to give a staff member his cell phone when requested to do so will be suspended.**

TEXTBOOKS

Book Condition-At the beginning of the school year, each student will fill out a damage report form. All forms will be collected and placed in the teacher's Textbook Condition binder and organized by period.

Book Checks-We will have 2 book checks per year. The book checks will last for three days (to account for absentees). Students who fail to show their books will be tagged "lost textbook" in the computer until they clear their name by paying the fine or producing the book.

1st Semester: Textbooks will be collected during the students' final exam for students who are taking one semester courses only.

Failure to turn in the textbook during the exam will result in a \$10.00 late fee.

2nd Semester: Teachers will collect textbooks during the students' final exams. **Failure to turn in the textbook during the final exams will result in a \$10.00 late fee per book that is turned in late.**

Any student who drops a class at some point during the semester must immediately turn the book in at room 108. Failure to turn the book in immediately will result in a \$10 late fee. Failure to turn the book in will result in having to pay the cost of replacing the book.

TRANSCRIPTS

All seniors requesting a transcript will be required to provide a stamped envelope addressed to the college. This stamped envelope should be turned in to the Registrar's Office when you fill out the transcript request. Students may request up to 5 official or unofficial transcripts. Each additional transcript will cost \$1.00. (Note: Transcripts to a **Public Texas College** will **not** require a stamped envelope since they will be sent electronically.)

TRUANCY

Truancy is defined as missing school, either part of a day or all day, without an excusable reason. Notes requesting an absence to be excused must be received within two (2) days of the student's return to school following the absence. Truant students will have an unexcused absence from school and will be assigned a disciplinary penalty. The third unexcused absence **will** result in truancy charges being filed against you or your parents.

TUTORING

Should you need extra help in your subjects, ask your teacher when and where these sessions are being held. Austin High School offers before school tutorials in Math, Science, English and Social Studies, Monday - Friday at 6:45 a.m.

VERIFICATIONS OF ENROLLMENT (VOE)

The Department of Public Safety requires verifications of enrollment for students who are getting a driver's license or a learning permit. Students with summer birthdays must request a VOE from the counselors' office before the end of the school year. Counselors will not be available during the summer to prepare these forms, so it is important to make your request in May.

VISITORS

- All visitors must enter through the front doors and immediately report to the reception area. Visitors must present a driver's license to the receptionist to be recorded in the Raptor System and receive a visitor's badge. Visitors should return to the receptionist after completion of their visit to be logged out of the Raptor system.
- Parents are invited to visit the school at any time; however appointments to visit teachers should be made in advance. Please ask for a visitor's permit upon arrival.
- We will not issue visitors' permits to visitors such as friends and former students.
- Please do not bring younger children to school with you. We do not have appropriate accommodations for them.
- The school will not allow commercial deliveries of food, flowers, balloons, or other items.
- All students, including those who are 18 years or older, are expected to follow all procedures and rules.

STEPHEN F. AUSTIN HIGH SCHOOL RESPECT CODE

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

OUR MISSION: To prepare students to live and work in a complex and interdependent society. To acknowledge diversity and build community by practicing hospitality, civility and respect.

DEFINITION OF MISCONDUCT: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward

an individual or group. This includes but is not limited to languages or actions regarding race, color, creed, body size, national origin, sex, sexual orientation, physical or mental disability or illness, political or religious ideology. Federal law and Texas State statutes and regulations will apply.

STEPHEN F. AUSTIN HIGH SCHOOL HONOR CODE

I. Cheating- consists of, but is not limited to, the following examples:

- Copying from another student's school work- homework/class work/projects/tests
- Allowing someone to copy my school work- homework/class work/projects/tests
- Asking a student for answers to an assignment/test, or giving answers
- Communicating in person or by use of any communication device during a test
- Storing and/or accessing subject matter in a calculator, computer, or recording device to be used during an examination period
- Changing answers on a graded assignment to later claim the grade is incorrect
- Obtaining assistance from others, using class notes or unauthorized materials (calculator, book, etc.) when prohibited
- Possessing notes or a "cheat sheet" during a test
- Looking at a copy of the test prior to its administration
- Telling others about the content of a test or quiz
- Taking another student's work once submitted
- Submitting another student's work (projects, etc.) and claiming it as one's own
- Working collaboratively (splitting up an assignment) with others to produce a single assignment without the instructor's permission

II. Plagiarism- consists of, but is not limited to, the following examples:

- Copying information directly from books, electronic sources, or any other materials
- Cutting and pasting from the internet to claim the work as one's own
- Using someone else's work or paraphrasing without citing the work (giving the original author credit)
- Using false sources in a bibliography
- Falsifying data on homework/class work/projects/tests
- Submitting a research paper in two or more different courses

Consequences- Violation of any part of the Stephen F. Austin High School Honor Code will result in the following actions:

- Discipline referral
- Loss of credit for the homework/class work/project/test-grade of "0"
- Parent contact by teacher
- Loss of any eligibility in NHS
- College admissions/recommendations may be affected
- Loss of honor and integrity of my word