

# STUDENT PLANNER

2013  
2014

*Justin*

HIGH SCHOOL

3500 MEMPHIS  
EL PASO, TX





*Austin High School*

&

The Sandra Day O'Connor Criminal Justice  
Public Service Academy

***A TRADITION SINCE 1930***

## **STUDENT HANDBOOK & PLANNER 2013 - 2014**

**SCHOOL WEBSITE ADDRESS - [austin@episd.org](mailto:austin@episd.org)**

**3500 MEMPHIS AVENUE**

**EL PASO, TX 79930**

Contact Information:

Main: (915) 587-2500

Attendance: 587-2505

Fax: 566-7360

### **Mission Statement**

Austin High School is determined to educate its students to think critically, act ethically, and function successfully in order to live fully in the global community.

### **Belief Statement**

All Austin graduates shall have the option to successfully attend a four-year university.

## **Administrative Team**

### **Principal**

Dr. John Tanner

### **Principal's Secretary**

Danna Sadler

### **Assistant Principals**

Mark Tegmeyer, Curriculum and Instruction

Diane Thomas, Discipline/Attendance

Nancy Love, Discipline/Attendance

#### **School Nurse**

Margaret Schuyler

#### **Business Agent**

Miriam Fegundez

#### **Registrar**

Adrian Ibarra

Yvette Kato, Assistant

#### **Attendance**

Guadalupe Montelongo

Guadalupe Lucero

#### **Computer Clerk**

Grace Hanson

#### **Campus Athletic**

Stacy Spencer

#### **Instructional Coaches**

Shelley Hiatt, Special Education

Carol Gardner, Science

Anthony Prado, Mathematics

Barbara Peterson, Literacy Coach

#### **Bookroom Clerk**

Matt Christmas

#### **Nutrition Clerk**

Yvonne Reade

#### **Student Activities Manager**

Marilyn Denise Robles

#### **Librarian**

Alice Juarez

#### **At-Risk Coordinator**

Laura Ramirez

#### **Test Coordinator**

Michelle Batista

#### **Military Liaison**

Allison Jones

#### **Campus Diagnostician**

Sephra Beck

#### **Special Education Clerk**

Ana Ruiz

#### **LPAC Clerk**

Cynthia Aragon

#### **Campus Clerk**

Jessica Correa

#### **Instructional Paraprofessionals**

Helen Ladwig-Timm

Kim Mitchell

Rosa Beltran

Jose Ramirez

#### **Academic Counselors**

Elizabeth Saucedo

Christina Harbrink

Rosario Parsley-Varela

Michelle Contreras

Gloria Villarreal

#### **Head Custodian**

Adalberto Sanchez

#### **Cafeteria Manager**

Bobbie Surowic

**AUSTIN HIGH SCHOOL 2013-2014 BELL SCHEDULE**

**8 Instructional Periods & 2 LUNCH PERIODS (5 minute passing) 8:45 to 3:50**

<b>Periods</b>	<b>Time</b>	<b>Minutes</b>
0 Period	7:55 - 8:40	45
1 <sup>st</sup> Period	8:45 – 9:30	45
2 <sup>nd</sup> Period	9:35 – 10:20	45
3 <sup>rd</sup> Period	10:25 – 11:10	45
4 <sup>th</sup> Period	11:15 – 12:00	45
A LUNCH	12:00 – 12:32	32
5 <sup>th</sup> Period (9 <sup>th</sup> )	12:36 – 1:21	45
Every Student In Class	12:36 – 12:49	13
5 <sup>th</sup> Period	12:04- 12:49	45
B Lunch	12:49– 1:21	32
6 <sup>th</sup> Period	1:25 – 2:10	45
7 <sup>th</sup> Period	2:15 – 3:00	45
8 <sup>th</sup> Period	3:05 – 3:50	45
9 <sup>th</sup> Period	3:55 – 4:40	45

<p align="center"><b>CCTE</b>  <b>AM (8:45-11:20)</b>  <b>PM (1:00-3:35)</b></p>
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**AUSTIN HIGH SCHOOL 2013-2014**  
**PEP RALLY BELL SCHEDULE**

<b>Periods</b>	<b>Time</b>	<b>Minutes</b>
0 Period	8:00 - 8:40	40
1 <sup>st</sup> Period	8:45 – 9:25	40
2 <sup>nd</sup> Period	9:30 – 10:10	40
3 <sup>rd</sup> Period	10:15 – 10:55	40
4 <sup>th</sup> Period	11:00 – 11:40	40
A LUNCH	11:40 – 12:12	32
5 <sup>th</sup> Period (9 <sup>th</sup> )	12:16 – 12:56	40
Every Student In Class	12:16 -12:24	8
5 <sup>th</sup> Period	11:44- 12:24	40
B Lunch	12:24– 12:56	32
6 <sup>th</sup> Period	1:00 – 1:40	40
7 <sup>th</sup> Period	1:45 – 2:25	40
8 <sup>th</sup> Period	2:30 – 3:10	40
<b>PEP RALLY</b>	<b>3:10 – 3:50</b>	<b>40</b>

**ADVISORY BELL SCHEDULE**

<b>Periods</b>	<b>Time</b>	<b>Minutes</b>
0 Period	8:00 - 8:40	40
1 <sup>st</sup> Period	8:45 – 9:25	40
2 <sup>nd</sup> Period	9:30 – 10:10	40
3 <sup>rd</sup> Period	10:15 – 10:55	40
4 <sup>th</sup> Period	11:00 – 11:40	40
A LUNCH	11:40 – 12:12	32
5 <sup>th</sup> Period (9 <sup>th</sup> )	12:16 – 12:56	40
Every Student In Class	12:16 -12:24	8
5 <sup>th</sup> Period	11:44- 12:24	40
B Lunch	12:24– 12:56	32
6 <sup>th</sup> Period	1:00 – 1:40	40
<b>ADVISORY</b>	<b>1:45 -2:20</b>	<b>35</b>
7 <sup>th</sup> Period	2:25 – 3:05	40
8 <sup>th</sup> Period	3:10 – 3:50	40

# Welcome

Welcome to Austin High School and the Sandra Day O'Connor Criminal Justice/ Public Service Academy. The faculty and staff at Austin are dedicated to helping you achieve academic excellence to your highest ability, and hope you will be committed to performing your best.

Education is a priority at Austin and the educational process works best in an atmosphere which is conducive to learning. The rules and guidelines in this handbook are intended to foster a structure that will encourage unparalleled academic achievement and eventual success in the workplace.

We hope you will take advantage of the wide variety of extracurricular activities offered here at Austin. These experiences can truly make your high school years more memorable.

Sincerely,

Dr. John Tanner  
Principal

*Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every student be successful in meeting the Texas Educational Knowledge and Skills (TEKS) standards.
- Communicate frequently and meet annually with families about student progress and the school-parent compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom. Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

### **Family/Parent Pledge**

agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Encourage my child to read every day (30 minutes daily or minimum 200 pages every six weeks).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Monitor my child's progress in school. (Regularly log into the Parent Portal.)
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

## HISTORY OF AUSTIN HIGH SCHOOL

Stephen F. Austin High School was built in 1929 and opened its doors to students in September of 1930. As El Paso's second oldest high school, Austin is rich in history. Did you know that the first female Supreme Court Justice is an Austin Alumnus? Some people even claim that Austin is haunted! Mrs. Dorothy Weiser has done an amazing job of chronicling Austin's history in the many display cabinets in the entrance of the school. Please take the time to appreciate her work.

### The Panther

#### Henry Elroy



Henry is the brass panther that proudly guards the main halls of Austin



Named after long-standing Austin English teacher Mr. Elroy Bode (retired)

*For more information visit <http://austin.episd.org/>  
You will be an Alumni soon.. so why not visit now and get acquainted.  
Or write to:*

**Austin High School Alumni Association**

**P. O. Box 31495**

**El Paso, Texas 79931**



# TRADITION AND HONOR TRADITION AND HONOR

**Hey, Hey Look at the**



The "A" on Mount Franklin is one of Austin High School's oldest traditions. In the fall of 1931, Gordon Gunn and John Clary outlined and painted the "A" on the mountain. The "A" is maintained by the Austin High School Alumni Association and volunteers.

## **The Sandra Day O'Connor Criminal Justice Public Service Academy**

The Sandra Day O'Connor Criminal Justice/Public Service Academy's instruction is designed to educate students interested in serving the community. The program is a collaboration between many law enforcement agencies in the community including the Federal Bureau of Investigation, Fort Bliss, U.S. Border Patrol, the El Paso Police and Fire Departments, the EPISD Police Department and the El Paso County Sheriff's Department.

## **The Battle for the Claw**

The Battle for the Claw is a football game that is held between El Paso's two oldest high schools, Austin High School and El Paso High School. Look in the trophy display case; Austin has won the Battle for the Claw the past 10 years in a row! Mark your calendar! The Austin Panthers vs. the El Paso Tigers battle continues:

Friday, **November 8, 2013 @ 7:00 p.m. at Austin HS**  
Be there to continue the tradition!

**PANTHER FIGHT SONG**

**Come on you Panthers  
Come on you Panthers  
Fight right through that line  
Take the ball clear down the  
field  
A touchdown sure this time  
Come on you Panthers  
Come on you Panthers**

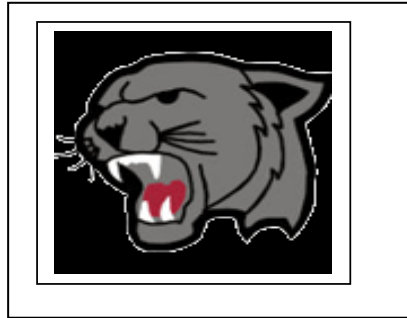


**PANTHER FIGHT SONG**

(Inclusive to all)

**Come on you Panthers,  
Come on you Panthers,  
One team and one goal.  
Battle hard and fight for us.  
And sure we'll win the gold.**

**Come on you Panthers,  
Come on you Panthers,  
We cannot be tamed.  
Fight Panthers,  
Fight, fight, fight  
And remember the name.**



**PANTHER ALMA MATER**

**Oh Austin our Alma Mater  
We hail the Brown and Gold  
Thy name is ever near us  
Thy spirit ever bold**

**Oh Austin our Alma Mater  
To Thee we sing our praise  
For Thee we fight**

**To Thee we pledge the strength  
of all our days**



## **ACADEMIC EXPECTATIONS & INFORMATION**

All students must abide by policies adopted by the Board of Trustees. A complete copy of the EPISD Policy Manual and Student Code of Conduct is available by visiting the following Web sites respectively:

<http://www.episd.org/board/policies.php>  
[http://www.episd.org/departments/pupil\\_services/](http://www.episd.org/departments/pupil_services/).

### **ACADEMICALLY SPEAKING**

As a culturally diverse school we recognize, support and encourage diversity. There is a time and place for everything. To achieve success in the classroom and on state assessment we must share and support one another academically in order to do so; while in the classroom please always speak English and practice with those who need it.

### **ACTIVITY BUS**

An activity bus is available daily for students remaining after school for various school-related activities. The bus leaves promptly at 5:30 p.m. from the front of the school.

### **ANNOUNCEMENTS**

Announcements are given daily and posted in designated locations throughout the school. Daily announcements are provided for your benefit. Important information is also presented on the marquee in the front of the school.

### **APPEALS FOR CREDIT**

A credit can be appealed after a passing grade has been earned, but no credit has been awarded due to poor attendance. See ATTENDANCE EXPECTATIONS & CONSEQUENCES section for more details.

### **BACKPACKS**

In order to keep aisles clear, backpacks should either be kept in your locker or directly under your desk. Backpacks are not permitted on campus during the last week of school.

### **BOOKROOM**

The bookroom is open from 8 a.m. to 4 p.m. Students may go on their own to the bookroom before school, during lunch, or after school. Students may not check out their books during class time unless the teacher has been scheduled. You must have a school ID and a schedule to get your books.

### **CAFETERIA**

The cafeteria is open from 7:30 a.m. to 8:35 a.m. and from 11:31 a.m. to 1:21 p.m. only. Students are responsible for completing their meals and disposing of their trash before the bell rings. The cafeteria will close when the first bell rings at the beginning of each day. Students are to remain in designated commons areas during lunch.

The school cafeteria uses an online service for parents to pre-pay for school meals and to monitor their child's account balance and meal history. Go to [www.mylunchmoney.com](http://www.mylunchmoney.com).

**Austin High School is a closed campus for lunch except for Seniors who have passed all sections of state mandated tests. Seniors must show a school I.D. when exiting campus as proof of meeting the requirements.**

### **CLASSROOM MAKE-UP WORK**

Students who have an excused absence will have the opportunity to make up any missed assignments. It is the *responsibility of the student* to contact the teacher (s) involved to determine make-up assignments and establish mutually agreeable times for daily work and test make-up times.

## **CLASS CHANGES**

Class changes are strongly discouraged after the enrollment period and may only be done through parent conference and/or approval from administration. Students who withdraw after the fifth day of attendance will receive a *failing grade (WF)*. *This will be recorded on your transcript.*

## **CLUBS**

See the Student Activities Manager, Mrs. Denise Robles, for a list of approved campus organizations. The principal must approve all organizations. Outside groups or organizations may not recruit members or hold any activities on campus.

## **EXEMPTION POLICY**

For a student to be exempt from the semester exam, the student must have a 90 percent or better semester average, no more than three excused absences, and have no fines. A student can only be exempt from a core class. The student is to be notified whether or not he or she has been exempted on the day of the final exam. Exemption is at the discretion of the teacher.

**Note:** Absences due to a religious holiday and school-sponsored activities are not counted against the total number of absences when determining exemptions. Students **may** request to take the final exam if they are exempt.

## **GRADUATION REQUIREMENTS**

All students in the EPISD shall enroll in the courses necessary to complete the requirements for the Recommended/Distinguished School program, as per the Texas Education Agency's regulations. See your counselor for an Individual Graduation Plan (IGP).

Students with IEP's, ESOL, 504, and those students interested in the Distinguished Achievement Plan should meet with their program committee regarding specific requirements and supports. Please let your teachers know of your eligibility. Encourage your parents to meet with your teachers prior to the third week of school.

<b>Credits Earned</b>	<b>Classification</b>
0 – 6	Grade 9 – Freshman
6.5 – 12	(must have a Grade 10 – Sophomore Minimum of .5 in Algebra 1)
12.5 – 18	Grade 11 – Junior
18.5 - 26	Grade 12 – Senior

## **GRADUATION PREPARATION**

Graduation information for seniors (and juniors who opt to graduate early) is provided by the counselors and student activities manager. Participation in the graduation ceremony requires:

- Completion of the Graduation “check-out” document
- Austin HS cap and gown
- Attendance at the practice ceremony

## **GRADE REPORTS**

Every three weeks, a grade report is provided for those students who are failing.,. This report indicates how you are doing midway through the nine week grading period. This report is for information only. Report cards are issued at the end of each nine weeks. The report card grade is

placed on your transcript. Parents can have ongoing access to their child's progress through the online Parent Portal found on [www.episd.org](http://www.episd.org). Parent and students are encouraged to use the Portal daily.

### **HONOR ROLL**

To achieve the A Honor Roll, a student must earn a 90 percent or better in all classes.

To achieve the A-B Honor Roll, a student must earn an 80 percent or better in all classes.

### **ID CARDS**

*All students are required to carry an ID card at all times.* Student IDs are required for admission to all events. Students may receive one free ID during the course of their four years. This includes any student who transfers out and returns to Austin High School.

Replacements cost is \$8.00 for a regular ID and \$10 for seniors who have lost their "Blue" card. Replacement cards must be paid for in the business office. A receipt must be provided when having a new ID made in the bookroom. Students not in possession of a student ID will be *required* to obtain one immediately. Student ID may be taken in room 263 before school, during lunch, and after school. ID's will not be taken during class time.

### **INTERNET/COMPUTER USAGE**

All students must abide by the following policies when using computers on campus:

- A signed **Acceptable Use Policy** must be on file

- Respect the privacy of others

- Respect the copyright laws

- Respect the integrity of computer systems

- Respect the rights of other individuals

- Electronic mail is not guaranteed to be private

- Abide by local, state, and federal laws in regards to electronic communication

- The student will pay for any expenses incurred

*Access to the Internet will be terminated if the student is using access inappropriately.*

### **LIBRARY**

The library is open from 8 a.m. to 4 p.m. every day. Students must present an ID to check out library materials. A library pass is required during class time. Most books are on loan for a two-week period; reference books and periodicals may be checked out for overnight use only. Fines are charged for overdue books. Food and drinks may not be brought into the library. A copy machine is available for student use for a minimal charge.

### **LOCKERS**

Locker use is a privilege. Students are issued individual lockers for their personal use provided they supply their own locks. Lockers may not be shared. Unauthorized use of unassigned lockers will result in the lock being cut off and revocation of the privilege.

### **MEDICATION**

A written request is required to administer medication from a parent/legal guardian of the student. A request must be on file for prescription and over-the-counter medications. All medications must be provided by the parent/guardian to the nurse.

Prescription medications must be in their original container and properly labeled. Students are not permitted to have any type of medication in their possession.



## **NURSE**

A signed emergency medical card must be on file in the nurse's office for each student. In an extreme emergency, E.M.S. will be called. **PAYMENT FOR E.M.S. SERVICE IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.** If a student becomes ill or is injured at school, the student will be given first aid, and the parent/guardian will be notified and should pick up the student as soon as possible. If the parent/guardian is unable to come for the student, the parent/guardian must make alternate arrangements. In order to facilitate contact, make sure the school is immediately notified of any changes in address or telephone (home or work). Students, if you become ill at school, you must report to the nurse. You must have a pass from your teacher when reporting to the nurse. If you become ill while at home, your parents must call in your absence.

**Note:** If a student calls home to tell a parent they are ill, they must go through the school nurse she is required to document the illness. Do not just leave the school otherwise, it is marked as truant/leaving school without permission.

## **PARKING**

The student parking lot is located on the eastside of the PAC. In order to park your vehicle in the student parking lot, you must have a valid driver's license and car insurance. Citations will be issued for any parking violations.

## **TAKS/STAAR (EOC) TIPS**

**The following tips are recommended for all students that will be taking TAKS or STAAR test:**

- Locate your testing room the days before testing
- Go to bed early the night before the tests
- Eat a balanced breakfast the morning of the tests
- Make sure you have your student ID card in your possession
- Arrive at school on time the morning of the test
- Do **not** schedule appointments on testing days
- Start your days with a positive attitude

**Students, please leave the following items at home:**

- Cell phones
- Backpacks
- Any electronic device

## **TEXTBOOKS**

Students are responsible for their textbooks. When a textbook is issued, the student is responsible for checking the book for damage and the accession number. If the student does not notify the bookroom clerk of current damage at the time the book is issued, the student will be held liable for all damages. Student names must be written on the inside cover of the textbook when it is issued.

- All textbooks must be covered at all times.
- Fines will be assessed for book damage and/or losses.
- Book checks will be conducted every three to six weeks.
- All textbooks must be returned or paid for when you drop a course or withdraw from Austin.
- Refunds will only be granted when the original receipt and the textbook are returned within a year

Payment plans are extended during the school year only. If a book is lost or damaged, a replacement will not be issued until the fine is paid or a payment plan is established. Any student transferring from Austin is not eligible for a payment plan.

Students are not allowed to leave textbooks in a classroom or office. If a textbook is left in a classroom, the entire replacement value of the book will be charged.

If you give your textbook to persons other than the bookroom clerk, you will be responsible for replacing the book.

All stolen textbooks must be reported to the bookroom clerk and an assistant principal within 24 hours.

If you are at fault, i.e., leaving your locker open or sharing a locker, you will be required to pay for the stolen textbooks.

### **TUTORING/HOMEWORK CLUB**

Tutoring and homework help will be available from 7:40 a.m. to 8:40 a.m., and from 3:50 pm to 5:30 pm Monday - Thursday in room 152. **Note:** Teachers may require mandatory tutoring/homework club for those students failing or missing assignments.

### **TUTORING FOR TAKS or STAAR**

Tutoring for TAKS or STAAR will occur throughout the school year. Saturday Camps will be a part of this tutoring. Refer to the school calendar, and to upcoming announcements and displays on the marquee for further information.

### **UIL GUIDELINES**

In order to be eligible to practice and participate in UIL competitions, students must be enrolled, have acceptable attendance, and have passing grades. Eligibility cards must be completed and turned in to team sponsors/coaches weekly.

### **UNIFORMS**

Students enrolled in specific programs might be required to wear a uniform or a standard dress. The wearing of uniforms/standard dress is a requirement. Students who do not comply/participate in the wearing of the specified uniform/standard dress will be subject to consequences such as a parent conference or dismissal from the specified program. **Reminder**—students who withdraw after the fifth day of attendance will receive a **failing grade (WF)**.

### **VISITORS**

All visitors with school business must report to and sign in at the reception desk located in the main entrance.

Anyone not having school business will not be permitted on the campus.

Non-enrolled students are not permitted on campus without administrative approval.

**Panther Pride  
comes from the inside...**

## ATTENDANCE EXPECTATIONS & CONSEQUENCES

All students must abide by policies adopted by the Board of Trustees. A complete copy of the EPISD Policy Manual and Student Code of Conduct is available by visiting the following Web sites respectively:

<http://www.episd.org/board/policies.php>  
[http://www.episd.org/departments/pupil\\_services/](http://www.episd.org/departments/pupil_services/).

### 90% COMPULSORY ATTENDANCE LAW

The state of Texas requires students to attend class at least 90 percent of the total number of days classes are offered during a semester. Failure to attend less than 90 percent will result in the loss of credit for each class **whether the absences are excused or unexcused.**

### ABSENCE POLICY

All students, 17 years of age or younger, must be signed out by a parent/guardian as identified in the Cumulative Folder, (this includes lunch). All parental notes must be received by 8:20 a.m., the following day. All notes must be received in the attendance office within 48 hours. Notes not submitted within 48 hours require administrative approval. **If a parent/guardian cannot be reached, students will not be given a pass to leave campus.** The attendance clerks will make every attempt not to disrupt classes. Please remember the 90% rule (excused or unexcused), when you request your child to be pulled out of class. Students may **not** leave campus at any time without going through the attendance office or the nurse's office.

**Law: Sec. 25.094.** FAILURE TO ATTEND SCHOOL. (a) An individual commits an offense if the individual:

is required to attend school under Section 25.085; and  
fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

An offense under this section may be prosecuted in:  
a justice court of any precinct in the county in which the individual resides.

**Law: Sec. 25.093.** PARENT CONTRIBUTING TO NONATTENDANCE.

If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.

An offense under this subsection is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense.

*Parent Procedure:* Your parent or guardian must call in your absence and leave **a message at 587-2505** no later than by 12:00 pm on the day of your absence. Your parent/guardian must give your name and ID number. If your parent fails to verify your absence within a 24-hour period, you will receive an unexcused absence. The teacher's grade/attendance log is the official document.

*Absence Phone System:* Austin uses a phone system to call parents when a student has been marked absent by a teacher. Please contact the Attendance Office (587-2505) if a correction needs to be made.

*Correcting Absences:* Only your parent/guardian may correct an absence if you are younger than 18 years of age. A student may request a teacher to correct an absence if it was due to teacher error. **Corrections may not be made during class time.**

*Doctor's Appointments:* Only your parent/guardian with proper I.D. may check out a student through the attendance office. A pre-appointment card is required to code a student as having

a doctor appointment. Pending a pre-appointment card, student absence will remain unexcused.

### **ATTENDANCE APPEALS FOR CREDIT**

A credit can be appealed after a passing grade has been earned but credit has not been awarded due to less than 90% rule. In order to gain credit through the Attendance Review Committee (ARC), the parent/guardian will need to petition the committee for a hearing to reinstate the credit. You may file for a credit appeal anytime after notice of non-attendance with either a plan approved by the principal or the ARC depending upon the timeline. The easiest form of appeal is to bring a copy of your documentation that proves you were absent due to extenuating circumstances. Documentation may include: doctor's note, dental and optometrist notes, funeral letters, etc. Please keep all your documents and records. Original documents are preferred; copies of the original will result in an authenticity check. If you need to appeal a credit through the attendance review committee, please sign up for an appointment in the front office.

An attendance review committee is made up of an administrator, two or three teachers (preferably), your parent/guardians, and you. **An appeal for credit does not guarantee credit.**

### **COLLEGE VISITS/OTHER TRAVEL**

A written request must be submitted to the attendance office prior to your college visit or any other extended travel. This written request will be forwarded to the principal's office. The student may pick up a copy of the approved request from the attendance office.

### **HALL PASS**

Students may not be out of class at any time without a pass from the teacher. Students must sign in and out of classroom if authorized by the teacher. No student is authorized to be in the hallways 10 minutes after the tardy bell rings, nor 10 minutes before the end of class – this is a campus policy not a classroom or teacher rule.

### **OUT PERIOD**

Out periods are for seniors who are current in all credits and have passed all exit level exams. Students with an out period and students who have returned early from CCTE should stay in the cafeteria until their next class.

### **TRUANCY LAW (Excessive Absences)**

The state of Texas provides that parents/guardians are responsible for their child's attendance up to the age of 18. If a student accrues four unexcused or unresolved absences, the parents will receive a "notice of absence" - (Refer to Absence policy regarding law). Criminal charges will be filed against the parent/guardian and student if the child continues to be absent without justification.

### **TARDY POLICY**

A tardy will be unexcused if the student is not inside the classroom or in the designated area for class (tennis courts, field, etc.) when the tardy bell rings, unless the student has an authorized excuse. Arriving **10 (ten)** or more minutes late constitutes an unexcused absence for the class. NOTE: There will be weekly attendance reviews as well as random tardy lockouts (school wide) and tardy sweeps (designated hallways). A student caught in a lockout or sweep will be given after school detention. ISS or other consequences will be considered for students who have excessive tardies. Students will be required to report on their own to after school detention which will be held in the cafeteria from 4 pm to 6 pm Tuesdays and Thursdays. Failure to report will result in further disciplinary action. Freshmen students will have detention established by the 9th grade team.

### **VERIFICATION OF ENROLLMENT (VOE) FORMS**

VOE forms may be requested 24 hours in advance. The state attendance requirements for the previous semester must be met. The student must pick up the form in the attendance office. VOE forms will only be provided to those students in good attendance standing. VOE's will be approved in accordance to the 90% rule.

## **BEHAVIOR EXPECTATIONS & CONSEQUENCES**

All students must abide by policies adopted by the Board of Trustees. A complete copy of the EPISD Policy Manual and Student Code of Conduct is available by visiting the following Web sites respectively:

<http://www.episd.org/board/policies.php>  
[http://www.episd.org/departments/pupil\\_services/](http://www.episd.org/departments/pupil_services/).



### **STUDENT CODE OF CONDUCT**

Each student is expected to

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Cooperate and maintain their best behavior at all school-related activities, whether on or off campus.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Return all District-owned textbooks and other materials as required.
- Pay required fees and fines as required by law.
- Comply with the Student Code of Conduct.

### **BUS CONDUCT**

Riding the bus is a privilege, not an entitlement. All students on busing routes are required to have a bus pass issued by the school. The bus pass must be shown to the driver each time the student boards the bus. All students must follow the bus driver's directives and rules. Any student who is disruptive, damages the bus in any way, or interferes with the bus driver's attention to traffic, creating a safety hazard, will be disciplined by an administrator. The consequences can include termination of bus privilege, suspension (ISS/OSS), parent conference, and AEP.

### **CHEATING**

Cheating/Plagiarism will **not** be tolerated. This includes homework, class assignments, workbooks projects, papers, tests, quizzes, research papers, etc. Students caught cheating will receive a zero for the activity. Parents will be contacted.



### **Communication/Electronic Devices**

Electronics, including cellular phones, beepers, paging devices, iPods, MP3 players, radios, headsets, portable CD players, tape recorders, or other devices of a similar nature are prohibited on campus during the instructional day after 7:50 a.m. and before 3:50 p.m. This includes the lunch period. Any item that is used, or is visible, during the school day will be confiscated. A parent or guardian must come to the business office after 4 p.m. to retrieve the confiscated item for a \$15.00 redemption fee. Confiscated property cannot be retrieved any earlier than 4:00 p.m. the day it is confiscated. Any visible mini-earphones, ear buds, headphones, etc., will be confiscated and require a parent or legal guardian for retrieval. A second offense will result in confiscation for the duration of the semester. Infractions within the last six weeks of a semester carry over to the next semester.

### **Skateboards**

Skateboards are not permitted to be carried on school property during the school day. Any student who has a skateboard must place it in a locker within 10 minutes of their arrival to campus. The skateboard must remain there until the end of the school day. Skateboards may be confiscated and held for the duration of the semester. Infractions within the last six weeks of a semester carry over to the next semester.

### **Permanent Markers**

Permanent markers/mega markers, grease pencils, and whiteout are prohibited for student use on school property, except for appropriate classroom use. Illegal items will be confiscated without return.

### **Loitering**

Students are not allowed to loiter within 300 feet of the campus for the purpose of causing disruption of any kind to a school activity. After school hours, students must leave the campus expeditiously unless they are participating in a school sponsored activity. Students are not permitted to stand by, within, or on the walls, streets or alleyways of Byron, Altura, Stevens, or any other area indicated by administration or security.

NOTE: Any confiscated items must be picked up within five business days at the end of a semester. Any items that are not picked up will be donated to a charitable organization.

## **DISCIPLINE CONSEQUENCES**

An administrator may assess any of the following penalties depending on the infraction and the number of previous violations.

Warning

Parent conference

Withdrawal of privileges

In-School suspension

After school or Saturday detention

Suspension

Alternative program – On Campus AEP or Raymond Telles Academy (RTA)

Withdrawal of parking privileges

Withdrawal of bus privileges

Towing

Citation with EPISD Police

Any consequence deemed appropriate by administration which adheres to the Student Code of Conduct

### ***Alternative Education Program (AEP)***

Students are referred to the AEP only by an administrator. The time period of AEP extends through the end of each semester/or as specified by a hearing officer.

Class begins at 7:45 am daily and is dismissed at 2:45 p.m.

Students in AEP must wear a uniform, white shirt with collar and khaki pants.

There will be no interaction between AEP students and regular education students.

AEP students will not be allowed to attend any Austin HS or EPISD sponsored event. Any violation will be subjected to a trespassing citation.

Students in AEP may not be in possession of any electronic devices, backpacks, etc.

## **DRESS CODE**

Taking advantage of the educational opportunities available at Austin High School requires commitment on the part of students, teachers, parents, and administrators. We all strive to make learning a pleasant experience, but going to school is also serious business. Keeping these points in mind, the Austin High School Dress code was voted on in May of 2012 by the CIT to be implemented in the 2013-2014 school year.

### **Tops**

- All tops (shirts, blouses, t-shirts, etc.) worn at Austin High School must have sleeves covering the shoulder whether worn over or under another garment (except clothing that is part of a school sanctioned uniform).
- No plain white t-shirt (v-neck or crewneck) which would be considered an undershirt may be worn as an outer garment.
- No shirt may be low cut, see-through, or revealing
- All tops must be worn to cover the midriff completely.



#### Bottoms

- Shorts, skirts, or dresses worn at Austin High School must be to the knee or longer (except for school sanctioned uniforms), even if they are worn with leggings.
- All pants/jeans must be worn at the waist and, if torn, may not be revealing.
- No underwear or skin should be showing at any time.
- No pajama pants may be worn.
- Leggings may not be worn as pants and must be covered by a dress, shorts, or skirt that is knee-length or longer.

#### Shoes

- Shoes must be worn at all times on the Austin campus.
- No slippers are allowed as shoes, unless a special day is declared by the Student Council.
- No flip flops as they are a safety hazard.

#### Head coverings

- No head coverings of any kind may be worn inside the building. This applies to both girls and boys. (Head coverings based on religious beliefs will be allowed).

#### Miscellaneous

- Revealing or excessively tight fitting garments are prohibited.
- Sunglasses may not be worn inside the building.
- Any clothing, jewelry, or tattoos that advertise or promote illegal drugs, alcohol, tobacco products, violence, or racist ideas may not be worn.
- Anything from the above bullet that is considered a representation of gang affiliation to include, but are not limited to: baseball hats, bandanas, rosaries, "skinny" style jeans, shirts with gothic writing, etc., is prohibited at Austin High School.
- Clothing, piercings (other than on the ear), and/or general appearance which might constitute a health or safety hazard is prohibited.

- Clothing deemed as gang-affiliated by administration may not be worn.

### **FINES/DELINQUENT ACCOUNTS**

All fines and/or delinquencies must be cleared as soon as possible. Please see the business agent to clear up these fines. Failure to clear delinquencies may result in disciplinary action and/loss of privileges.

### **GRAFFITI AND/OR TAGGING**

Students may not be in possession of items that may deface school/district property. This list may include but not limited to: spray paint, grease pencils, glass-cutting devices, permanent markers, paint ball guns, and any other items which may be used for tagging or graffiti.

### **HARASSMENT**

Austin High School has a diverse student population; therefore, we encourage all of our students to respect the value of diversity. Students are expected to show compassion and empathy towards others, and to be understanding, tolerant, and sensitive to those who are different. Sensitivity builds character, leadership, citizenship and learning. Harassment of any student will not be tolerated at Austin High School.

### **Sexual Harassment**

Sexual harassment is defined as any unwanted or unwelcome verbal or physical conduct of a sexual nature directed towards another student, district employee, or volunteer. This definition includes other sexual contact, including requests for sexual favors, and/or "sexting". Sexual harassment is a serious offense which can lead to consequences, both at the school and legal levels.

### **Hazing**

No student will engage in any form of hazing. Hazing includes any act that is intended to hurt, humiliate, intimidate, physically abuse, ostracize, shame, or disgrace another person.

### **SAFETY**

Any student who feels threatened (verbally or physically) should notify an administrator immediately.

- Students must have a student ID in their possession during school hours and all school activities.
- Students who are tardy must enter through the main entry way.
- All exit doors must remain closed during school day.
- All visitors, parents, and students who are not enrolled must report to main entrance area and obtain a visitor pass.
- Help keep our campus safe. Report any suspicious activity to administration/campus security.

All visitors (including parents/guardians) must sign in at the main office.

### **STUDENT BEHAVIOR AT SCHOOL ACTIVITIES**

Students are expected to follow the Student Code of Conduct during any school-related activity, regardless of time or location.

**TOBACCO/ALCOHOL/DRUGS (and any related paraphernalia)**

According to state law, the use of these products is prohibited in the building and on school grounds at all times. Offenders are subject to disciplinary actions. Penalties and fines may also be assessed through court actions. This applies to all school- related functions including those outside school hours on and off school grounds.

**VANDALISM**

Vandalism is the willful or malicious destruction or defacement of public or private property. Anyone who vandalizes will be subject to disciplinary action including but not limited to an EPISD police citation.

**VOLUNTEERING**

*Volunteering* gives you an opportunity to change lives, including your own. To find out more visit the parent center. Parents and students are encouraged to get involved!

**WEAPONS**

Firearms, knives, and/or any other device that can be used as a weapon are not permitted on school grounds. A police report and a referral to an alternative program will be made if such a violation occurs. Look-alike weapons, such as bb/pellet guns, toy guns, sling shots, toy blades, etc., will be treated as if they were real weapons.

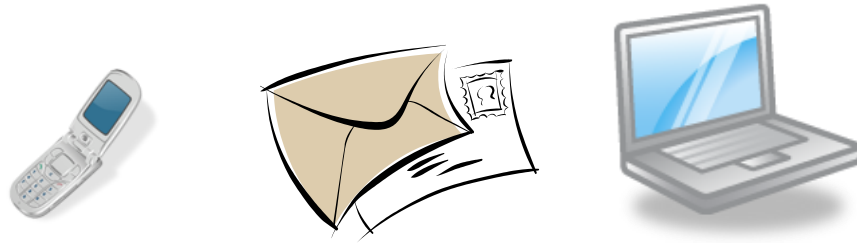


## **WITHDRAWAL FROM SCHOOL**

Once students are enrolled in a public school in Texas, they must remain on the student list regardless of their absences until a parent/guardian or the school officially withdraws you. To withdraw, a parent/guardian's signature is required. **Please report to the registrar for a withdrawal form and return the form to the registrar upon completion.**

**Note: This document does not replace the Student Handbook or the Student Code of Conduct. These are available in library, offices, and reception desk and can be obtained online via the EPISD website.**

## **Are these correct?**



**Please check with the school registrar to make sure we have these on file.**

### **The Parent Portal:**

**The portal builds awareness between parents, teachers, and students. Informed parents help students realize their potential and transforms education in the process. Thank you for your involvement**

**Este portal facilita el entendimiento entre los padres de familia, los maestros y los alumnos. Los padres de familia bien informados pueden contribuir de mejor manera a que el alumno se realice al maximo de su capacidad, y esto transforma el proceso educativo. I Les agradecemos su involucramiento!**



*It's a Great day to be a Panther!*