

# AUSTIN HIGH SCHOOL

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## 2018-2019 STUDENT HANDBOOK

The Decatur City Board of education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. For questions or comments regarding Title IX and section 504 policies and issues please contact:

The Decatur City Schools Board of Education  
302 4<sup>th</sup> Avenue, Northeast  
Decatur, Alabama 35601  
256.552.3000

### **MISSION**

The mission of Austin High School is to develop life-long learners who are contributing members of our global society. We will accomplish this by providing a knowledgeable, caring staff, teaching a challenging, relevant curriculum in a nurturing and disciplined environment.

### **PREFACE**

Students of Austin High School are expected to conduct themselves at all times in a manner consistent with the accepted norms of values, attitudes, and beliefs of the Decatur City School System. Respect should be a pervasive theme guiding all interactions and relationships. Students should treat their peers and the staff politely, courteously, and respectfully in a spirit of friendliness and cooperation.

Parents of students enrolled at Austin High School are expected to be the models of conduct for their children setting consistently high standards for academic excellence and personal growth. A courteous and cooperative relationship with the educational community will maximize the academic, moral, and behavioral development of your child.

The primary function of the faculty and staff of Austin High School is educating students in a safe and disciplined environment conducive to learning. Safety requires that all visitors, including parents, check in at the Main Office. Providing a quality instructional program provides for the academic well-being of all students and requires the efforts of all personnel including administrators. For this reason, parents wishing to speak directly to a teacher or administrator must contact their child's guidance counselor to make an appointment. Appointments will be scheduled during those times that least infringes on the instructional program. Parents should understand that showing up at school without an appointment will not afford them the opportunity to meet with a teacher or administrator who is actively involved in providing the academic program benefiting all Austin High School students.

Austin High School believes these expectations are essential to fulfilling the students' educational and personal needs as well as for the successful operation of our educational environment.

### **ACADEMIC LETTER**

Students who earn a cumulative Grade Point Average (GPA) of 3.70 or higher through the first semester of the current academic year will receive an Academic Letter.

Students who earn a cumulative GPA of 3.50 to 3.699 through the first semester of the current academic year will receive an Academic Express Card.

Students who earn a cumulative GPA of 3.00 to 3.499 through the first semester of the current academic year will receive an Academic Achievement Certificate.

### **ACADEMIC MISCONDUCT**

Academic misconduct includes all acts of dishonesty in any academically-related matter and/or any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not necessarily limited to, the acts described in the **Austin High School Honor Code** when performed in any type of academic or academically-related matter, exercise, or activity.

The penalty for academic misconduct (Class 2.21 – Honor Code Violation) will include assignment to In-School Suspension and/or CAPS, a “zero” for the exercise or activity, and the student will become ineligible for semester-exam exemptions for the current school year. The student could also lose privileges for field trips and other school-related activities.

The impact of academic misconduct or any act of dishonesty is far greater than any punishment one may receive. The damage to one's goodwill and reputation for being honest and trustworthy sometimes can never be repaired.

### **ACCIDENTS/ILLNESS/INJURIES**

All accidents, illness, and injuries **must** be reported **immediately** to the student's teacher or the principal.

### ACTIVITIES/FIELD TRIPS

The student will not be allowed to participate in any activity or field trip sponsored by Austin High School or any school organization if the student:

- Any violation which the principal may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts within the boundaries for the *Student Code of Conduct*.
- Wears inappropriate clothing for the activity or field trip.

A student who participates in a school activity or field trip without permission of Austin High School will be subject to disciplinary action. Students ineligible to participate in activities or field trips are expected to be at school. A student who fails to attend school on the day of a school activity or field trip is considered truant.

Assignments, including long-term assignments such as research papers, special projects, etc., which are due on the date(s) of a school activity or field trip must be turned in to the teacher before participating in the activity or field trip. It is the **student's responsibility** to make arrangements to complete assignments and exams missed **immediately** upon return to school. Assignments and exams missed must be completed as quickly as possible and at the discretion of the teacher.

### ANNOUNCEMENTS

A moment of silence and the pledge of allegiance will take place during the beginning of 2<sup>nd</sup> Block. All announcements will be made at the beginning of 2<sup>nd</sup> Block, scrolled in the cafeteria and posted on the school web page.

### ARRIVAL TO/DISMISSAL FROM SCHOOL

Students must **exit** their transportation to school and all parking areas **immediately** upon arrival. Students are not to enter any building **before 8:00 a.m.** unless directly supervised by a staff member. Students must be in their assigned classroom ready for instruction each day **before 8:30 a.m.**

School is dismissed each day at **3:30 p.m.** Students must arrange transportation from campus **by 3:45 p.m.** each day unless the student is involved in a supervised school activity. **After 3:45 p.m.** each day, a student not involved in a supervised school activity may be assigned to supervised study by the administration until his or her transportation arrives. **Decatur City Schools Code of Student Conduct** policies and Austin High School rules apply at **all** times a student is on campus. Students may not enter any building at night or weekends unless participating in a supervised school activity.

### ASSEMBLIES

Assemblies can be an important factor in the educational process. Students will sit with their assigned teacher unless specified otherwise. Students are under the supervision of all staff during an assembly. A student who exhibits inappropriate behavior will be removed and will be subject to disciplinary action. Students may be denied the privilege of attending assemblies because of excessive or severe discipline referrals, truancy, or attendance difficulties

### ATTENDANCE

#### **Philosophical Basis:**

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge to function in a modern democratic society.

#### **Student Responsibilities are:**

- To take advantage of educational opportunities by attending all classes daily and on time.
- To provide the school with an adequate explanation and appropriate documentation indicating the reason for an absence.
- To promptly request make-up assignments for each excused absence.

#### **Student Rights are:**

- To be informed of Board of Education policies and individual school rules regarding absenteeism and tardiness.
- To appeal a decision pertaining to an absence.
- To make up class work within a specified length of time when there is an excused absence.

## **STUDENT ATTENDANCE POLICY**

It is the belief of the Decatur City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school. **Students will bring notes to a box in the attendance office within three days of absence.** Students may turn in notes at any time during the day. They will be collected once a day and entered into iNow. This box can also be used for check-out excuses. After three school days, if the absence is still unexcused, teachers **may** give a zero for an unexcused absence.

Principals may request a physician's statement if circumstances warrant.

### **Excused Absences**

A student shall be excused for absences from school for the following reasons:

1. Illness.
2. Legal requirements.
3. Emergencies approved by the principal.
4. Special circumstances with prior approval by the principal.

### **Unexcused Absences**

Absence for reasons other than those listed above as "excused" shall be considered as unexcused.

### **Make-Up Work**

If a student is absent for any excused reason, it is the responsibility of the student to go to each teacher to make arrangements to make up missed work the day the student returns to school. After the student returns to school, the student has two school days to make up missed work and turn in the work to the teacher, or the student will receive a grade of "zero" on missed work. Exceptions may be made for the following:

- the student has been under a doctor's care (documentation must be provided);
- the student has had extenuating circumstances approved by the principal; or, when prior arrangements have been made with the principal.

For student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian.

Students who are assigned to the Center for Alternative Placement Schools will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from these programs will not be allowed to make up missed work and will receive "0's" for any missed assignments during this time.

Long-term assignments such as research papers, special projects, etc., are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

### **Reporting Absences (High School)**

On the student's report card in the column to the right of the grade is listed the number of absences from that class for that particular grading period. The figure includes absences from class for all reasons except school related functions. For example, absences from school for illness, legal matters or other reasons are shown. Absences shown here may be either excused or unexcused. Should you have questions, please call the school at your earliest convenience.

Absences for school related purposes will not be shown. Examples of school related absences could include athletic trips, band or choral trips, academic competitions and other similar functions. Absences for school related activities will not appear on the student's cumulative record.

Students out of class for attendance in an alternative setting will be counted as present. Examples of alternative placements include In-School Suspension or the Center for Alternative Placement Schools.

### **High School Student Pregnancy**

Homebound services for pregnant students are available only in cases of medical necessity. See your guidance counselor for more information on this process.

### **Alabama's Compulsory Attendance Law**

Section 16-28-3, Code of Alabama, 1975.

"Every child between the ages of 6 and 17 shall be required to attend a public school, private school, church school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year..."

Section 16-28-12, Code of Alabama, 1975.

Requires that any parent/guardian who enrolls a student in school be responsible for the student's regular attendance and proper conduct.

Section 12-15-111, Code of Alabama, 1975.

Provides that a parent may be fined \$500.00 and receive up to one year of hard labor if convicted of parental neglect; contributing to the delinquency of a minor; or if the child is found to be a child in need of supervision. They may also be required to pay restitution to the Board of Education.

Section 16-28-16 (b), Code of Alabama, 1975.

Each child who is enrolled in a public school shall be subject to the attendance and truancy provisions except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feel that it is in the best interest of that child shall have the right to withdraw the child at any time prior to the current minimum compulsory attendance age.

### **Attendance Requirements**

Any student enrolled in grades 10-12 who accumulates more than 7 unexcused absences in any course or subject in any semester is subject to losing credit for the semester's work in that course or subject.

**Any student enrolled in grades 10-12 who accumulates more than 7 excused absences in any course or subject in any semester is required to return with a doctor's note explaining each absence after the student's seventh absence in any semester or the parent must schedule a conference with the principal or designee within two school days after the student returns to explain each absence.** Failure to do so will result in future absences being unexcused. A student who is unexcused will not be allowed to make up missed work and will receive a grade of "zero" on missed work for the unexcused absences.

School-sponsored or sanctioned activities are exempt and do not count toward the total absences allowed; however, arrangements must be made for making up work as required for excused absences.

A student who has been retained or who has lost credit(s) because of noncompliance with attendance policies shall receive a notation of Noncompliance Attendance (NCA) on his/her report card and cumulative record for that semester or year. The principal shall make the determination of retention or loss of credit due to noncompliance with attendance policies (NCA). In such cases, a parent or guardian and/or student may request a hearing with the Principal and Superintendent, or his designee, to appeal such loss of credit or retention. This request must be in writing, dated and signed, within five days of the notification of the loss of credit. Failure of parent or guardian and/or student to request a hearing shall be sufficient basis for sustaining the loss of credit or retention.

Credit which is lost because of absences will be made up in the same manner as academic failures.

In accordance with Alabama Code 16-28-40 (b), the Superintendent or his/her designee is required to notify the Alabama Department of Public Safety when a student who has a driver's license or a learner's permit accumulates fifteen (15) total or ten (10) consecutive absences. School attendance for persons between the ages of 15-19 is mandatory for those who wish to retain their driver's license or learner's permit. Failure to attend school regularly will result in the forfeiture of the driver's license or learner's permit. Students who wish to obtain a driver's license or learner's permit must have certification from their principal that they are in school and in regular attendance.

### **Early Warning Truancy Prevention Program**

The Early Warning Program is a joint effort between the Decatur City Board of Education and the Juvenile Court. It is designed to reduce truancy and the number of student dropouts. The format of the program consists of a group session held once each week in the Morgan County Courthouse in Decatur. The purpose of Early Warning is to share information concerning the legal requirements and school board policies pertaining to attendance-thus, an early warning.

### **Truancy Definition**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused.

An attempt should be made to notify the parent/guardian when a student has been determined to be truant.

**On the student's fifth (5<sup>th</sup>) unexcused absence and/or tenth (10<sup>th</sup>) unexcused tardy and/or absences due to check out, the parent, guardian, or person having control of the child may attend a conference with the principal or his/her designee and/or participate in the Early Warning Program provided by the juvenile court.** Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the Early Warning Program shall result in the filing of a complaint/petition against the parent under (Code of Alabama 1975), s16-28-12 (c) (failure to cooperate), or s12-15-13 (contributing to truancy) or a truancy against the child, whichever is appropriate.

On the student's seventh (7<sup>th</sup>) unexcused absence, a complaint/petition against the child and/or parent/guardian will be filed in Juvenile Court.

Code of Alabama 12-15-111, 12-15-102(4)(a) and 16-28-12

### **CANDY, GUM, DRINKS, AND FOOD**

**Students are not allowed to bring drinks, drink containers, candy, gum, or food of any kind in the hallways of Austin High School. Consumption of drinks, candy, gum, and food is not allowed during classes.** Drinks and food may be consumed only in the cafeteria during the assigned breakfast and lunch periods. When a student is in violation, the items will be confiscated, disposed of, and the student will be subject to disciplinary action.

Lunches brought from home must be in a suitable container upon arrival at school and retrieved only before the lunch period. **Students must not take drinks or food from the cafeteria at any time. Students are not allowed to receive any outside or take-out food during school hours.**

### **CAREER GUIDANCE**

The Kuder Career Planning System is an innovative, internet-based system combining research-based interests, skills, and work values assessments with portfolio development and comprehensive educational and occupational exploration resources.

To begin a lifelong career plan with Kuder simply log onto **al.kuder.com** and follow the login instructions. To take an assessment, enter the appropriate batch code for the assessment you wish to utilize. Please see your counselor for update Kuder codes and any additional information.

### **CARE OF PROPERTY**

Every person has an obligation and responsibility to protect and care for public property as well as for property belonging to individuals. Students, who damage, deface, destroy, and/or steal public or personal property will be required to compensate for any loss and will be subject to criminal prosecution and/or suspension and/or expulsion by Austin High School and/or the Decatur City Schools Board of Education.

To avoid theft students **must not** bring valuable items, expensive jewelry, electronic devices, or large amounts of money to school. All personal items and clothes should be marked for identification. Because students are responsible for their personal property at all times items must not be left unattended. Students should never give access to their lockers, bags, vehicles, or belongings to others. **AUSTIN HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

### **CHECK IN/OUT**

Late arrivals to school and early dismissals from school or class are strongly discouraged because a student must be in class to achieve academic success. Every effort should be made to have the student in every class. Absences for individual courses because of late arrival to school or early dismissal from school may result in the student becoming subject to the NCA (Non-Compliance Attendance) policy.

**Check-ins to and check-outs from school will not be handled over the phone. A note from home will be accepted for check ins only providing an accurate phone number is given for verification. Check outs will not be handled with a note from home.** Students who are late due to doctor or dental appointments are required to have a note from the doctor or dentist in order to receive an excused absence. All notes will be verified.

**A parent or guardian must come to the Main Office at Austin High School to check a student out ~ picture ID is required.** Students leaving campus without following proper procedures will be considered truant and are subject to disciplinary action. Unexcused checkouts are treated as unexcused tardies for that class period. Students with three or more unexcused tardies to class will be issued a discipline notice by their teacher.

If a parent wishes to designate someone other than those designated in snapcode to check his or her student out of school, the parent **must** complete the **purple** *Check-Out Permission Form*. This form cannot be taken from the Main Office to be completed and **must** be completed in the Main Office by the parent **prior** to any check-out by the person designated on the form. Stepparents and grandparents **cannot** check-out a student unless they have been designated by the parent **prior** to any check-out.

### **CHILD NUTRITION**

The Child Nutrition program is an integral component of Austin High School because it influences a student's development, health, and potential for learning. The goal is to protect the health and well being of the student while assisting him or her to succeed in the classroom by providing balanced, nutritious, appetizing, and affordable meals served courteously in a sanitary and pleasant dining environment.

The cafeteria uses a point-of-sale program with a personal identification number that allows the student to prepay for meals, tracks the balance and purchases of the student, and protects personal confidential information. Students cannot purchase any items on credit. Applications for free lunches and reduced lunch fees must be approved before students can receive this benefit. These applications are online or may be acquired in the school's guidance office. Contact Gail Lett, the Child Nutrition Manager, at 552-3060 Ext. 6422, for additional information, questions, or comments.

#### **Cafeteria**

Students and teachers deserve an orderly and pleasant place to eat and socialize. Certain rules of etiquette are necessary to maintain a desirable dining environment. Students must be aware of their social obligations and understand that their behavior and actions have an impact on the enjoyment of others.

Basic expectations for cafeteria behavior include:

- Go to the cafeteria at the assigned time when the bell rings.
- Enter and exit the cafeteria through the designated doors.
- Have money ready for cashier to prevent holding up the line.
- Sit in the assigned area for your class.
- Students are not allowed to leave the cafeteria without written permission.
- Nothing should be left on or around tables when dismissed from breakfast or lunch.
- Students are to remain seated until the bell rings for dismissal.
- Food and drinks cannot be taken from the cafeteria. There is to be no food or drinks in the hallways or in the hallways of Austin High School.
- Food from off-campus establishments is not allowed in the cafeteria.
- Be courteous and respectful of others at all times.
- Students are to follow all instructions and directions of school personnel.

The lunch and breakfast programs are a privilege awarded to students and participation may be limited at any time. A breakfast program is available each school day from 7:45 a.m. to 8:25 a.m. The breakfast line closes at 8:20 a.m. each day. **Only students eating breakfast are allowed into the cafeteria at this time.** All school rules

apply while in the cafeteria. Students are not permitted to have visitors or guests during lunch and breakfast periods.

### **CLASSIFICATION/GRADE**

A student is eligible for reclassification at the conclusion of the first semester, second semester, and summer school. The number of credits required for promotion to the next classification/grade level:

**Sophomores-** 6 credits 3 of which are core curriculum credits in one of each of the core subject areas

**Juniors-** must have 12 credits 7 of which are core curriculum credits two in each of the core subject areas

**Senior-** 18 credits

### **CLUBS**

Students are encouraged to join and participate in the many opportunities school-related clubs provide at Austin High School. The purpose of clubs is to develop leadership, create civic consciousness, promote social intelligence, and build proper appreciation and interest in specific areas. Clubs meet during special periods scheduled throughout the year. Only club members are allowed to leave their classrooms during club periods to attend meetings. For all other students, the club period will be used as a reading period. Students are expected to read appropriate materials brought from home or provided by their teacher. Specific information about clubs, sponsors, and locations are available in the **SCHOOL-RELATED ACTIVITIES** section of this Handbook.

### **COLLEGE DAY**

College Days allow students to visit a college during the school day to give them better insight into the college they are considering attending. College Days are to be structured as a learning experience and as such will be considered as a field trip for attendance purposes. The student will be considered as present but will be required to complete all missed assignments. See your counselor for more information concerning College Days.

All College Days must be approved by a principal. The following criteria will be used in approving College Days:

- Student must have attended Austin High School's annual College Fair in the Fall usually located at Calhoun Community College.
- **All College Days will be taken prior to May 1** unless receiving prior approval from the principal.
- The student will have no grades of "F" for any subject during the school year.
- Seniors must have at least an overall "C" average.
- Juniors may request one College Day in the second semester if they have an overall "B" average and meet all other criteria.

### **College Day Procedures**

- At least two weeks (10 school days) prior to the college day, the student will arrange an appointment with the admissions office of the college. Ask about appointments with other departments that will help in making decisions, such as your major interest of study, financial aid, band, housing, athletics, etc. Schedule as many appointments as you can on the day of the visit. Colleges recommend students visit on days other than Fridays.
- Colleges that are located in close proximity such as Calhoun, Athens State, UAH, and Alabama A&M will require a half-day College Day visit. Please schedule appointments to facilitate returning to school by 11:30 a.m. or checking out of school after 11:30 a.m.
- College Day request forms will be obtained from the guidance office. The student's counselor will sign to verify that the student has met the requirements for a College Day. Students must complete the request form including the name of the college, date and time of the appointment, name of person or department for the appointment, and your parents' signatures.
- The student will then have each teacher sign the request to signify that the student has good attendance in each class and his grade will not be jeopardized by missing the day of class. Students are required to request missed assignments and complete all work upon their return.
- After all teachers have signed the request, the student will return the completed request to the principal for a signature to approve the College Day.
- When the College Day request form is completed and approved, the student will return the form to the guidance office. The guidance office will copy the completed request and give the student the original form to verify the visit.
- Upon return, the student will place the College Day form in the Excuse Box in the attendance office.



### **COMMUNICATION WITH THE SCHOOL**

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Austin High School in order for us to meet the needs of the student. Austin High School will communicate through our reporting procedures and formal parent-teacher communication. It is important that parents and students inform teachers of any developments that may influence the student's performance at school.

Parents should not hesitate to contact Austin High School if they are uncertain about anything. If parents visit the school, they must check in at the Main Office. Your involvement with your child's education along with any information you share will enable us to successfully serve the educational needs of your child.

The Austin High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well-being of all students is best served by calling your child's guidance counselor at 552-3071, to make an appointment with a teacher or administrator. By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program.

### **COMPUTER RESOURCES**

Users of computer resources must accept and follow the guidelines specified by the **ACCEPTABLE USE POLICY** described in the **Decatur City Schools Code of Student Conduct**. Students may only use computers, programs, and equipment in the manner described by the teacher or Austin High School. Students cannot share passwords with others. The use of computer resources is a privilege which will be denied when the guidelines have been violated.

Computer technology allows students to communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. Parents and students must also understand that some material accessible through computer resources may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is also possible to purchase certain goods and services that could result in unwanted financial obligations.

It is Austin High School's intent to make computer resources available to further the student's, parent's, and society's educational goals and objectives, though students may find ways to access materials for other reasons as well. Austin High School and Decatur City Schools provide technical methods and systems to regulate students' access; though, these methods do not guarantee compliance with the Decatur City Schools' **ACCEPTABLE USE POLICY**. Parents have the ultimate responsibility for setting and conveying the standards their children should follow when using computer resources.

### **CORPORAL PUNISHMENT**

The Decatur City Schools Board of Education has no rule against corporal punishment of students.

### **DANCES**

The student will not be allowed to attend a dance due to any violation which the principal may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts within the boundaries for the *Student Code of Conduct*.

### **DELAYING/CLOSING OF SCHOOL**

Adverse weather conditions or other circumstances may warrant the delaying or closing of school. Announcements will be made concerning instructions in such situations on local radio and television stations. Decatur City Schools also offers an opportunity to sign up to be notified via cell phone of any school closings or delays. Please see the Decatur City Schools web site ([www.dcs.edu](http://www.dcs.edu)) for more information. Austin High also provides Schoolcast by phone notification. Please check with the office to ensure the correct phone number is on file.

### **DEMOGRAPHIC INFORMATION**

Parents and students must immediately inform Austin High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

The *No Child Left Behind Act* (PL No. 107-110) requires Austin High School to disclose students' names, addresses, and telephone numbers if requested by institutions of higher education and military recruiters, unless parental consent for such disclosure has been denied in writing and given to the Guidance Office at Austin High School. The denial is for the current school year and must be filed each school year.

A student's picture or likeness can be used by Austin High School for use in the yearbook, student newspaper, web page, a bulletin board, an activity program, a newsletter, or local media, as well as disclosure of a student's participation in any extracurricular or co-curricular activity along with awards received, student work, and statistical and personal information related to the activity, unless parental consent for such disclosure has been denied in writing and given to the principal at Austin High School.

### **DISCIPLINE**

Students will be held accountable for their actions regarding personal behavior. Each student will face the consequences of poor decisions and benefit from the positive results of good decisions. The goal is that the consequences lead to student improvement and help him or her make better choices and decisions.

Austin High School will protect the learning environment and rights of its students by eliminating from school those whose conduct defies efforts toward correction and persistently take an unreasonable amount of the time and effort teachers and administrators should devote to those in pursuit of their education.

Refer to the **Decatur City Schools Code of Student Conduct** for specific information about discipline.

Violation of any policy described in the *Austin High School Student Handbook* not covered by the **Decatur City Schools Code of Student Conduct** will be considered as a Class 2.24 or Class 3.29 offense as described by the **Decatur City Schools Code of Student Conduct**.

**Disciplinary measures used at Austin High School include: In School Suspension (ISS), Before School Detention (D-Hall), CAPS and Long Term CAPS. When assigned to any of these, students will be given a copy of rules and procedures for the discipline assigned.**

### **DISCIPLINARY PROBATION**

According to the **Decatur City Schools Code of Student Conduct**, students with more serious and/or excessive Disciplinary Referrals will be placed on Disciplinary Probation. Disciplinary Probation will be for a designated period of time and will outline future disciplinary standards and procedures for the student. Failure to comply with the conditions of Disciplinary Probation may result in a Superintendent's Hearing for Expulsion. Please refer to the **Decatur City Schools Code of Student Conduct**.

### **DRESS**

The policy of the Decatur City Schools Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. It is expected that students will dress in such a manner that will ensure their health and safety while at school. The dress and personal appearance will not be disruptive or interfere with the legitimate interests and welfare of the students. Austin High School reserves the right and responsibility to counsel students regarding their manner of dress and grooming.

These guidelines will assist the student in making decisions about appropriate dress, personal responsibility, and self-discipline.

Students will comply with the following guidelines:

1. Students must be neatly dressed, clean, and well groomed while at school.

2. Shoes or sandals must be worn. House shoes are not allowed.
3. Hair must be clean, not in the eyes, and not of a length that would be dangerous around equipment.
4. No skin or undergarments will show, regardless of the student's position, at the breast, belly, or buttocks.
5. All shirts, tops, blouses, and dresses must have a collar or round style neckline.
6. Top shirts/over-shirts may not be below the thumb. Top shirts/over shirts may be unbuttoned.
7. Undershirts, sleeveless shirts, and tank tops are not acceptable.
8. All shirts, tops and blouses should be tucked in if possible. Only sweaters and sweatshirts may be worn outside of pants. The length of the sweater or sweatshirts must reach but not fall below the bottom of the front pocket of pants. Top shirts/over-shirts may not fall below the thumb.
9. Students may wear jeans, dress pants/slacks, skirts, dresses or shorts.
10. Pants, jeans, and shorts will not sag and must be sized appropriately for the student's waist.
11. Shorts, dresses and skirts will be no shorter than 4 inches above the knee. There will be no "design slits" in shirts or dresses. Functional "kick pleats" with an inside facing are allowed.
12. Belts must be worn with pants, jeans and shorts if they include belt loops.
13. **Clothing shall have no holes, cuts, slits, or slashes.**

**The following are unacceptable:**

1. Hats, caps, scarves, toboggans, hoods, or other head wear are not allowed inside buildings.
2. Sunglasses inside of buildings.
3. Spandex material, Lycra shorts, biker shorts, cutoffs (unhemmed), or sweatpants/shorts, warm-ups.
4. Facial, body, or tongue piercing (earrings are an exception).
5. Jewelry, ornaments, or accessories that may be used as a weapon and/or distract from the educational process (for example, but not limited to sharp objects; pins; chains, picks, large belt buckles, etc.)
6. The wearing of obscene, secret society, or gang apparel is not allowed.
7. Clothing with pictures, writing, and/or symbols promoting the use, sale, or celebration of drugs, alcohol, or tobacco products, or having sexual, violent, or profane implications is not allowed.

The dress policy applies at all times, from arrival onto campus until the student leaves the campus. Activity sponsors may, with approval of the principal, establish different dress and grooming rules for participation in a specified activity or organization. The principal and/or his designees have the authority to determine inappropriate dress. Any student violating the dress policy will be subject to disciplinary action. Dress, appearance, or hair worn in a manner that interferes with or is disruptive of the educational process and environment is prohibited.

The same standards of personal appearance emphasizing modesty, neatness, and safety must be met for all extracurricular and social activities. It is the responsibility and obligation of Austin High School to determine the appropriateness of student dress for these activities. Students may be asked to leave the activity and disciplined for inappropriate dress.

### **DRIVER'S EDUCATION/LEARNER'S PERMIT**

A student must possess a Learner's Permit before beginning the Driver's Education class. The student must request a School Enrollment form from the Guidance Department and present his or her Social Security Card **and** birth certificate before attempting the written Learner's Permit test. The student will only receive up to one-half day excused absence from school for obtaining his or her Driver's License or Learner's Permit.

### **DRUGS AND ALCOHOL**

Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substances, drug paraphernalia, alcoholic beverages, and/or intoxicating inhalants on school grounds, in school buildings, at school activities, or on field trips is prohibited. **Violators will be subject to criminal prosecution and/or suspension and/or expulsion by Austin High School and/or the Decatur City Schools Board of Education.**

Communication of the intent or desire to buy, sell, or exchange drugs, imitation controlled substances, alcoholic beverages, and/or intoxicating inhalants and/or the communication of the intent or desire to facilitate the sale or exchange of drugs, imitation controlled substances, alcoholic beverages, and/or intoxicating inhalants is prohibited. **Violators will be subject to criminal prosecution and/or suspension and/or expulsion by Austin High School and/or the Decatur City Schools Board of Education.**

## **TOBACCO**

Austin High School is a "Smoke Free Environment." Possession on the person, in the locker, or in other effects of a student; holding of a lighted cigarette (cigar, electrical cigarettes, etc.); inhaling or exhaling of the smoke of tobacco; and/or the using of any other tobacco product is prohibited. All forms of tobacco (including smokeless tobacco), lighters, or matches on school grounds, in school buildings, at school activities or on field trips, or within the sight of school property are prohibited. Violators are subject to suspension and/or expulsion by Austin High School and/or the Decatur City Schools Board of Education.

## **ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION**

Austin High School recognizes the value of extracurricular activities as they relate to the total development of the student; however, the student's pursuit of his or her academics must be first and foremost and have priority over participation in extracurricular activities.

Participation in extracurricular activities at Austin High School is a PRIVILEGE that requires honor, responsibility, and sacrifice. Those students who choose to participate will follow the rules, regulations, and standards established by the State of Alabama, Decatur City Schools, and Austin High School and its coaches and sponsors. Each student participating in an extracurricular activity will be held to a higher standard of personal conduct, dependability, community service, and academics because he/she is a role model for his/her peers and the community. Through extracurricular activities, the student will develop a sense of accomplishment for participating in the activity and a sense of pride for hard work, preparation, dedication, and commitment to their organization, school, and community.

### **Academic Rule of the Alabama High School Athletic Association (AHSAA)**

1. Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.
  - a) Four core curriculum courses must be included in those units passed and averaged. (English, mathematics, science, and social studies are core curriculum courses. Any combination of these courses is accepted.)
  - b) Any student who accumulates more than four units of core courses per year may earn less than the required four core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.
2. Students entering the 9th grade must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

**Note:** A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school system.

### **Academic Guidelines (AHSAA)**

1. Eligibility will be determined before the start of each new school year. A student who is academically eligible at the beginning of the school year remains eligible for the remainder of that school year as far as grades are concerned. A student who regains eligibility at the beginning of the second semester remains eligible for the remainder of the semester so far as grades are concerned.
2. Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The regained eligibility of any student must be determined no later than the fifth day of the second semester.
3. Only one unit (or subject) of physical education per year may be counted.
4. A maximum of two units (or subjects) earned in an approved summer school may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average.
5. An accredited correspondence course may be accepted by a school system but must be completed before the school year starts.
6. For eligibility purposes, special recitation, extra work, make-up work, tests, review, etc., may not be given for the purpose of making a student eligible.

7. To be eligible, all students (including repeaters and hold-backs) must be enrolled in a specified number of new units at the school they represent.
  - a) Ninth, 10th, and the 11th graders must be carrying at least six new units (three per semester on a 4x4 block schedule).
  - b) Seniors who are on track for graduation with more than the required number of units earned must be carrying at least four new units for the school year (two units per semester on a 4x4 block schedule).
8. The eligibility of a student who has attended another school during the preceding year must be established by a transcript from that school before the student is permitted to participate at the new school.

### **Austin High School Requirements:**

Students must display qualities of good citizenship if they wish to participate in extracurricular activities. Failure to be a good citizen in school, or in some situations out of school, will result in probation and/or suspension from all extracurricular activities. The Austin High School administration, coaches, and sponsors have the right to limit participation.

### **Academic Eligibility**

1. A student must display continuous academic effort. Failure to display continuous academic effort (or failure to meet AHSAA requirements) or receiving a "Failure" (or two or more "D's") in any core course(s) during any grading period will result in the student being placed on Academic Probation.
2. During the Academic Probation period, the student will attend school study/tutorial sessions. If a student fails to attend the study/tutorial sessions, the coach or sponsor will be notified. The coach or sponsor will determine consequences for missing the study/tutorial sessions.
3. If a student fails to meet minimum academic requirements after the probationary period, the student can be suspended from participation.
4. If a student does not display continuous academic effort during the last grading period but is eligible by the academic requirements, the student will begin the next school year on Academic Probation.
5. Austin High School and the coach or sponsor has the right to impose additional academic requirements and to place the student on Academic Probation and limit participation at any time.

### **Attendance Eligibility**

1. Attendance at school is expected. **To participate in any after-school activity, the student must be present in school on the day of the activity.** For an activity held on a day school is not in session, the student must have been in attendance on the preceding school day. Circumstances beyond the student's control will be evaluated by the coach or sponsor.
2. A student must have regular attendance in school to participate. The coach or sponsor has the discretion to limit participation due to excessive absences.
3. A student who has excessive tardies to school and/or classes will be subject to limited participation.
4. A student assigned to In-School Suspension, CAPS, or Home Suspension will not participate from the day of the assignment until the satisfactory completion of the assignment. **A student assigned to In-School Suspension can be eligible to practice but not compete.** Austin High School and the coach or sponsor reserves the right to limit participation for any disciplinary offense.

### **Disciplinary Eligibility**

The student is subject to the rules and regulations of the Decatur City Schools and Austin High School. As explained in the **Decatur City Schools Code of Student Conduct**, students may be disciplined in instances where conduct at other times and places is deemed to have direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community. Austin High School and the coach and/or sponsor have the right to take further action they deem necessary regarding the student.

### **Tobacco, Alcohol, and Drug (TAD) Policy**

Students who participate or intend to participate in extracurricular organizations of a competitive nature must comply with the Tobacco, Alcohol, and Drug (TAD) Policy. Participation in competitive activities is a privilege that

can be taken away for failure to comply with this policy. Information and the complete policy may be obtained from the coach or sponsor of any competitive extracurricular activity or from the Main Office at Austin High School.

This eligibility policy is based on **Alabama Administrative Code 290-3-1-.02** that consists of other standards, requirements, definitions, and explanations.

### **ELECTRONIC AND MEDIA DEVICES/CELL PHONE**

**Neither the school nor the district shall be responsible for lost or stolen personal property including cell phones or electronic and media devices.**

Devices may be brought to school and used in the educational setting during class time **at the teacher's discretion**. Students are not allowed to have these devices out or in use during class change or other times unless permission is given by the teacher in charge of the student at that time. DCS Code of Conduct 2.0 Unauthorized Use of Electronic Devices, and Austin High School Cell Phone Policy are still in effect. The progression of disciplinary action would begin in the classroom with warnings, move to detention, on to administration for ISS, and eventually CAPS. In addition, at a certain point, the student would not be allowed to have their phone at school due to repeated violations of the rule.

**Adherence to the following guidelines is necessary for a student to continue the use of personally owned technology devices during the school day:**

- 1. Use of the devices/resources during the school day in a classroom setting are intended for appropriate educational purposes only, and should be used only under the teacher's direction. Devices should be silent. Headphones and iPods are not allowed unless for an educational purpose which has been cleared by administration and with the teacher.**
2. Students may not use personal devices to communicate with other students, family members or others except under the direction of an administrator. This includes during emergency drills, crisis situations, or disciplinary investigations.
3. If capable, audio devices should only be used for audio recording purposes after being granted permission from the teacher.
4. Students must follow copyright laws and guidelines.
5. Students must follow all rules and guidelines outlined in the Decatur City Schools Code of Student Conduct and the Austin High School Student Handbook.
6. Students must follow all rules and guidelines contained in the Decatur City Schools Acceptable Use Policy for Technology and any adopted revisions and amendments as applicable to the district network and equipment.
7. The Audio capabilities of the devices should be used only with head sets unless other wise requested by the classroom teacher. At no time should the volume be set at a level that might disrupt or distract others or at a level that will inhibit the communication between the student and teacher or administrator.
8. Using these devices to video is unacceptable except under the direct supervision of a teacher or administrator. At no time is a device to be used to video if the teacher or administrator is not present. Any unauthorized video of Austin students, faculty or staff that appears on the internet (You Tube, social media, etc.) will result in disciplinary measures.
9. Students should observe all Decatur City Schools' Internet filters and network security practices.
10. Devices should be connected to the DCS PODnet (personally owned devices network) wirelessly using the student's own district-issued username and password. This is a safe network. At no time should cables be used to connect a personally-owned device to the district's network.
11. Use of outside networks is allowed only at the direction of the teacher, with parent permission, and with appropriate filters in place as directed by the Children's Internet Protection Act.

### **Consequences for Unacceptable Behavior**

Violations will result in Disciplinary Action. In addition, additional consequences may include, but are not limited to the loss of privilege to use the personally owned device(s) for up to the remainder of the school year, depending on the severity of the infraction and confiscation of the device. If the device is confiscated for any reason, the device will only be released to a parent or guardian or to a third party agreed upon by the parent or guardian and an administrator. If the student refuses to surrender the device upon request by an administrator, the student will be assigned to C.A.S. for being defiant.

### **Supervision and Monitoring**

The use of technology devices that record and transmit data is not private. Administrators may inspect and examine any technology devices (personally and school owned) in order to further the health, safety, discipline, or security of any student or employee. Any information gathered during such investigation may be used in disciplinary meetings or hearing and may be furnished to law enforcement authorities if deemed necessary by school or district administrators. District and school administrators reserve the right to determine which use constitutes acceptable use and to limit access to such uses.

### **School and District Disclaimer**

Neither Austin High School nor the Decatur City Schools shall be responsible for any material encountered on any network, including but not limited to the Internet, which may be deemed objectionable to a user (or his/her guardians); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a network; for any charges incurred due to the use of a network; or, for any damage or loss incurred by a user or subsequent party by the use of a network.

Due to the nature of electronic communications, no communication or transfer of information is private or confidential.

**Neither the school nor the district shall be responsible for lost or stolen personal property including personally owned technology devices.**

**The school and district reserves the right to modify these guidelines as needed throughout the school year to meet changing demands. The school and district may limit the use of personally owned technology devices and prohibit the devices on school property at any time it is deemed that these procedures as outlined above, cause a breach of security for students and employees, or cause a disruption to the school day.**

### **Parent/Student Disclaimer**

Use of personally owned devices during the school day is a privilege and not a right, and should never be seen as a requirement. While the program is established as a benefit to students, some students may not be able to accept the responsibility of acceptable use or for the proper care of the device. Parents should determine whether their child is able to accept the responsibility associated with the use of personally owned technology devices before allowing their child to bring such devices to school.

### **Cell Phones/Electronic and Media Devices**

In conjunction with this policy we have modified our cell phone usage policy. The use of electronic devices is prohibited between 8:30am and 3:30pm except in the cafeteria during the student's prescribed lunch time. These devices include but are not limited to cellular phones, both standard and "Smart", pagers, cameras, entertainment devices, MP3 players (I pods), DVD players, and other electronic and media communication devices. Using an electronic device except in the cafeteria could result in confiscation of the device and discipline such as assignment to Detention, Saturday School, ISS or CAPS as determined by the administration. If the student forgets to silence the device after lunch and it in some way disturbs the learning situation, it can be confiscated. If the student refuses to give up the device upon request by an administrator, the student will be assigned to ISS for being defiant.

Students may not use these devices to communicate with other students, family members or others except under the direction of an administrator. This includes during emergency drills, crisis situations, or disciplinary investigations. Use of these devices to record either audio or video is strictly prohibited. Students may not distribute or present information which is defamatory to others: or threaten, harass, or bully a student or school board employee.

The progression of disciplinary action would begin in the classroom with warnings, move to detention, on to administration for ISS, and eventually CAPS. In addition, at a certain point, the student would not be allowed to have their phone at school due to repeated violations of the rule.

***Any student who is found to abuse this policy in a manner that harasses or threatens another student to include remarks posted through social media, will lose the privilege of using any personally owned technology device on campus for the remainder of the year! Once you have lost this privilege and are found to have a personally owned technology device at school, it will be confiscated and kept for a significant period of time.***

On any day that a student is taking the ACT, the student's phone should be left at home. If a phone goes off during this time, the state requires that the test be taken up and the score nullified.

**Neither the school nor the district shall be responsible for lost or stolen personal property including cell phones or electronic and media devices.**

### **EMERGENCIES/DRILLS**

Emergencies/drills will be signaled by a series of bells and may be preceded by an announcement and/or instructions. **Each situation must be considered real and could occur at any time.** Teachers and staff have been trained in emergency procedures and students must listen carefully and strictly follow all orders. Remaining calm, orderly, and closely following all instructions will help ensure the safety of everyone.

**Fire**  
A fire emergency/drill will be a fire siren that could be preceded by an announcement with additional instructions. Students will follow the designated exit instructions for each location. Students will walk, refrain from talking, and proceed at least 100 feet from the point of exit. Students must always be aware of their surroundings and exit options.

**Inclement Weather**  
A tornado emergency/drill will be a series of long rings of the bell system that could be preceded by an announcement with additional instructions. Students will go to the designated safe areas for each location. Safe areas are generally hallways, interior rooms, and interior walls **away from windows**. Students should kneel or sit cross-legged facing a wall with head down and arms and hands covering their face and neck. Students must be aware of safe areas in every location.

**Lock Down**  
The purpose of a lock down is to provide for the safety and welfare of students and staff. When a lock down is declared all movement and activity will stop immediately on campus. Teachers and staff will lock classroom doors. Within the locked classroom students will move to the areas that most shield their visibility from the outside. If safety permits, teachers may remove students from the hallway nearest their classrooms. Students and staff not in a classroom must not attempt to return to their assigned classrooms. If possible, they may enter the nearest classroom. If classroom entry is not possible, students and staff must take immediate action to find the closest safe, isolated place to hide, preferably in a locked room. Students and staff must remain on alert and in a lock down until an "all clear" signal is given.

### **ENROLLMENT/WITHDRAWAL**

The accreditation status of the school a student is transferring from as well as course content and course of study will be considered in the determination of student placement and/or credits accepted as meeting Austin High School, Decatur City Schools, and State of Alabama graduation requirements. This policy is in alignment with the requirements of the Southern Association of Colleges and Schools and the Decatur City Schools Board of Education. Students and parents are advised to make informed decisions when enrolling and withdrawing students.

Austin High School will honor the discipline and punishment sanctions issued to students who are enrolling from other schools and reserve the right to determine appropriate placement for students who had behavior, discipline, and/or academic difficulties. A student withdrawing from school must complete and return a ***Withdrawal, Textbook, and Grade Clearance*** form available in the Guidance Department before records can be forwarded to another school. If a student withdraws from Austin High School as a drop-out, is expelled, or accumulates more than ten consecutive unexcused absences during a semester, the Alabama Department of Public Safety will be notified and the student's driver's license will be suspended (Code of Alabama 16-28-40). A parent **must** accompany the student when enrolling in or withdrawing from Austin High School. The parent may contact the Guidance Department, at 552-3060 Ext 6432, for specific information regarding enrollment and withdrawal.



## **EQUAL EDUCATION OPPORTUNITY/ NON-DISCRIMINATION/ ANTI-HARASSMENT STATEMENT**

It is the policy of the Decatur City Schools Board of Education and Austin High School that no student will be discriminated against, harassed, denied a benefit, or excluded from participation in any of the school system's education programs or activities on the basis of race, color, national origin, sex, disability, religion, or age and provides equal access to the Boy Scouts and other designated youth groups. For questions or comments regarding Title IX and section 504 policies and issues please contact:

**The Decatur City Schools Board of Education**  
**302 4<sup>th</sup> Avenue, Northeast**  
**Decatur, Alabama 35601**  
**256.552.3000**

### **EXAMS**

- Every student will attend and take an exam unless an exam exemption is specifically earned for a class.
- No student is to take an exam before the scheduled time period. Underclassmen cannot take early exams with the seniors.
- Seniors are allowed one re-take of any exam when credit is needed for graduation.
- Students must be at the assigned semester-exam period unless they have received an exam exemption. A student not attending an exam period will be considered truant.
- A lost **Austin High School Exam Exemption** form will not be replaced. Students accept responsibility for the form once received.
- Students may take any exam if they have lost or damaged a textbook or have any other obligations. However, a grade will not be given until the obligation is met.
- The exam will not be interrupted and students will not be allowed to leave or check-out once the semester-exam period begins.
- The dress code will be enforced during semester-exam periods.

### **EXAM EXEMPTION POLICY OF DECATUR CITY SCHOOLS**

- Students will be declared ineligible for exam exemption if they are involved in an unauthorized absence from class or school or unauthorized leaving of class or campus.
- Students will not be able to exempt any exams during the year if they are assigned to In-School Suspension for more than two separate incidents. On the third assignment to In-School Suspension, the student will be ineligible for an exam exemption.
- Students will not be able to exempt any exams during the year if they are suspended out of school or assigned to CAPS.
- Any student who exceeds five absences in a semester, not to include school-sponsored activities, will not be eligible to exempt any exams.
- Freshman students may earn one exam exemption per semester by maintaining a 78 average in a class.
- Sophomore and junior students may earn one exam exemption per semester by maintaining a 78 average in a class. Sophomore and junior students may earn a second exam exemption per semester by maintaining an 83 average in a class.
- Senior students may earn one exam exemption per semester by maintaining a 78 average in a class. Senior students may earn a second exam exemption per semester by maintaining an 83 average in a class. Senior students may earn a third exam exemption per semester by maintaining a 90 average in a class.
- Students earning exam exemptions will be issued exam exemption vouchers. Each semester freshmen students will receive one voucher, sophomore and junior students will receive two vouchers, and senior students will receive three vouchers. Students will only be able to use the vouchers if they have earned the required average to exempt the exam. Vouchers cannot be exchanged or given to other students. A system will be devised to identify the student, date, and the average that each voucher will represent.
- Students will not be allowed to exempt the exam in a course for which they are receiving dual credit.
- Senior students scheduled to graduate will be allowed to take a final exam a second time if they fail the first exam and need the credit to graduate, second semester only.

**Additional Austin High School requirements:**

- **Students will not be able to exempt any exams during the semester if they are in violation of any Class III offense or Academic Misconduct as described by the Decatur City Schools Code of Student Conduct and the Austin High School Student Handbook.**

Exam exemption guidelines have several positive features. The guidelines allow students with different academic abilities to earn an exam exemption. The guidelines provide a sliding scale for exam exemptions, rewards academic performance, rewards good behavior of students, and provides for upper-classman privileges. Please see an assistant principal if you have any concerns.

**EXPECTATIONS FOR SCHOOL-RELATED ACTIVITIES**

Austin High School students have a tradition of showing courtesy and kindness toward their peers, the staff, guests, and visitors. Students are expected to be respectful and demonstrate responsible behavior in all interactions and relationships. **Each student must understand that nothing less will be tolerated.** School rules and policies apply at all times for school-related activities.

Austin High School reserves the right to remove from or deny entrance to any person at any activity because of disrespect, abusive language, or disorderly conduct. Violators will be subject to criminal prosecution and/or suspension from all school-related activities by Austin High School and/or the Decatur City Schools Board of Education.

**GAMES**

Students are not allowed to bring or use cards, games, or gambling devices at school.

**GRADUATION**

Participation in graduation and senior ceremonies is a privilege. Students are subject to the rules and policies of Austin High School, the Decatur City Schools Board of Education, and the State of Alabama.

A student must meet all Austin High School, Decatur City Schools, and State of Alabama requirements to participate in graduation and senior ceremonies.

Participation in graduation activities is optional and is not required to receive a diploma. However, participation in the Baccalaureate Practice, Baccalaureate Service, and Graduation Practice is required to be eligible to participate in Graduation Exercises.

Students may be excluded from participation in any event as the result of behavior, dress, or any other reasons deemed necessary by Austin High School

## GRADING

Report cards are given to the students at the end of each nine-week grading period.

### **SYSTEM OF GRADING:**

A+ = 97-100  
A = 93-96  
A- = 90-92  
B+ = 87-89  
B = 83-86  
B- = 80-82  
C+ = 77-79  
C = 73-76  
C- = 70-72  
D+ = 67-69  
D = 63-66  
D- = 60-62  
F = Below 60  
NC = No Credit Due to Absences

### **COMMENT CODES:**

1. Cooperative attitude
2. Conscientious worker
3. Outstanding student
4. Efforts are improving
5. Accommodations made
6. Inconsistent effort
7. Comes to class unprepared/does not dress out for PE
8. Tests or assignments missing
9. Inadequate participation/inattentive
10. Excessive absences/tardies
11. Disturbs learning situation/excessive talking
12. Uncooperative/disrespectful
13. Excessive school-related absences
14. Call school to schedule a conference

## GUEST/SUBSTITUTE TEACHERS

Austin High is fortunate to have guest teachers substitute when regular teachers are absent. A guest/substitute teacher deserves the highest degree of courtesy, cooperation, and respect at all times. Students must understand that the guest/substitute teacher does not personally know each student as the regular teacher would and does not specifically know the typical class procedures and rules. Students are expected to always follow all instructions and directions of the guest/substitute teacher. A student should expect severe disciplinary consequences when being uncooperative or disrespectful to a guest/substitute teacher.

## GUIDANCE SERVICES

Counselors will assist students in making decisions and choices regarding educational planning, career planning, ethical values, moral values, family and personal relationships, mental health, social life, study habits, and leisure-time activities. The goal is to develop each individual's ability to make good choices and solve problems independently.

Sophomore and Junior students are assigned to counselors according to the first initial of their last name. Counselors are eager to assist and encourage students. Counselors may be reached at 552-3071. Their office hours are 8:15 a.m. to 3:45 p.m.

Information about scholarships is available in the guidance office. Seniors are encouraged to respond quickly to scholarship opportunities that apply to them from the *Scholarship Scoops* which are available in the guidance office, AHS website, and Remind App. Students usually benefit by submitting applications for scholarships well **before** the deadline.

## HALL PASSES

**Students will remain in their classes at all times unless specifically excused by the teacher.** When it is necessary to send a student from the classroom, the teacher will issue a color coded pass and the student will write in the log book. Students must write the following in the log book: DATE, NAME, PURPOSE, TIME OUT, and TIME IN. Teachers will not accept hand written notes from other teachers for a late student unless that has been arranged at a previous time or emailed directly to the teacher. The only exception to this will be students who have been detained by an administrator or a guidance counselor.

All students are subject to the authority of any teacher outside the classroom as well as in the classroom. Students must identify themselves and present a valid pass when asked. Students are considered truant if they fail to identify themselves and/or do not have a valid pass.

### **HALLWAY/WALKWAY/STAIRWAY PROTOCOL**

Movement through the hallways, walkways, and stairways must be consistent. Move quickly; at no time are you permitted to run. Out of courtesy and as a rule, stay to the right side when moving down a hallway, walkway, or stairway. Only two (2) students may walk side-by-side. There is not enough space for more than four (4) people to fit across a hallway, walkway, or stairway.

Running, loud talking, or yelling in a hallway, on a walkway, or in a stairwell is considered as inappropriate school behavior and the student will be subject to disciplinary consequences. Hallways, walkways, and stairways cannot be blocked by groups. A student not in class during instructional time must have a written hall pass signed by the teacher. Classes are never to be disturbed. Written permission from the principal is required if it is necessary to contact someone who is in class.

### **HEALTH/ILLNESS/INJURIES/MEDICAL CONSENT**

If a student becomes ill or injured at school, he or she **must** report **immediately** to the teacher. Teachers can monitor the illness and injury and make decisions for necessary attention. Medications, including aspirin or over-the-counter medications, may only be administered in the Main Office by school staff with prior written authorization to the school from a doctor and the parent.

The parent or guardian, by allowing his or her child to attend Austin High School, **gives consent/permission** to the Teacher, Coach, Athletic Trainer, Staff Member, or Medical Personnel in charge to secure proper treatment or first aid, including hospitalization, under the recommendation of qualified medical personnel, in the event of an emergency or non-emergency situation in which medical treatment is required. The parent or guardian understands that his or her personal primary insurance will be used for this treatment and he or she will be responsible for any amounts not covered by his or her insurance.

A student's pertinent medical information will be shared with school and medical personnel as needed.

Austin High School and the Decatur City Schools Board of Education assume no responsibility for the expenses or liability associated with medical treatment and other related expenses or liability.

### **HONOR CODE**

#### **Purpose**

To create an environment where students and school personnel work together with honor, trust, respect, dignity, and integrity.

#### **Philosophy**

Austin High School is committed to the belief that formation of character is an important part of education and individuals should act honorably and responsibly in all aspects of life. The **Honor Code** creates an environment where young people can develop the principles of responsible citizenship, mutual trust, and respect. As a student learns to handle independence, the student also assumes responsibility for his or her actions and their consequences. Students are expected to demand of themselves, their fellow students, and school personnel complete respect for and adherence to the **Honor Code**.

#### **Obligations of Each Individual**

- Accept responsibility for his or her actions.
- Conduct behavior according to the highest ethical, social, and human principles.
- Not tolerate dishonorable and inappropriate behavior of others.

#### **DEFINITIONS**

##### **Character**

The quality and sum of a person's moral excellence and strength. The way a person feels, thinks, and acts in the important matters of life, especially in relation to the principles of right and wrong.

##### **Cheating**

Receiving or soliciting aid, or the attempt to receive or solicit aid, from another person or other source (i.e., books, notes, study aids, computer, etc.) or giving aid, or the attempt to give aid, to any person without the consent of the teacher.

**Dignity**

The quality or state of being worthy, honored, or esteemed.

**Diligence**

Steady, earnest, and energetic application and effort.

**Dishonor**

Loss of honor or reputation. A cause of disgrace from the lack of honesty or integrity.

**Ethical**

Conforming to accepted principles and standards of moral duty, obligation, and conduct.

**Falsify**

Intentionally change in order to deceive.

**Honor**

A keen sense of ethical conduct. One's word is a guarantee of performance.

**Integrity**

Adherence to a code of moral, ethical, and human values.

**Lying**

The statement of an untruth, the omission of pertinent information, or falsification of official material with an intent to mislead.

**Misrepresentation**

Falsifying, altering, or misstating the contents or documents or other materials related to academic matters. Presenting as genuine any invented or falsified citation or material.

**Moral**

Virtuous conduct and character according to civilized standards of right and wrong.

**Obligation**

Moral duty or promise that binds or restricts one to a course of action.

**Plagiarism**

Using someone else's words, ideas, works, computer program, output, or data derived through experimentation or investigation without giving that person credit. This is contrary to academic integrity and to the **Honor Code**. Ignorance of plagiarism is not a defense to a charge of plagiarism.

**Respect**

Recognizing the worth of self and the worth of other people, their property, and opinions.

**Responsibility**

The quality or state of being accountable, answerable, trustworthy, reliable, and committed to following through on an obligation.

**Stealing**

The act of intentionally taking or appropriating the property of any individual, organization, or institution without the expressed right or permission.

**Trust**

Assured reliance on the character, ability, strength, or truth of someone or something.

**The Honor Pledge**

I understand that I will obey the law, rules and regulations of Austin High School, will respect the rights of others, and will take personal responsibility for my conduct. I will not lie, cheat, or steal, nor tolerate those who do. I recognize the importance of developing and protecting my honor and will do so with diligence.

### **INVESTIGATIONS/SEARCHES**

Austin High School retains the right to inspect lockers, desks, storage areas, vehicles, purses, book bags, athletic bags, or other belongings of a student, with or without the student or owner present. **Students will be held accountable for any prohibited items found and will be subject to criminal prosecution and/or disciplinary action by Austin High School.**

Investigations and searches will be reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety, health, and welfare of students, employees, and visitors of the school. Consideration will be given to care for a student's privacy.

### **LIBRARY MEDIA CENTER**

The library is open for student use before school at 7:30 a.m. and is open after school according to the schedule posted on the library door. Students may come individually with a pass or as member of a group with a teacher. Books are loaned for a period of two weeks and may be rechecked. Fines are ten (10) cents per day for overdue books. Weekends and holidays count in calculating fines. Reserved books, magazines, vertical file materials, and reference books such as encyclopedias can be borrowed overnight; but must be returned before school the following morning. A fine of ten (10) cents per school period or seventy (70) cents per day will be charged for these overdue items. It is the student's responsibility to care for and return the materials.

The library is a research area where classes and individuals must maintain a quiet, respectful atmosphere. A student who does not respect library etiquette will be asked to leave and repetition of disrespect will result in loss of library privileges. Food and drinks are not allowed in the library.

The Austin High School library on-line catalog can be found on the Austin High School Home Page or by visiting <http://web2.lmn.lib.al.us>. The Austin High School library on-line catalog is connected to those of eighteen other libraries across north Alabama. Books may be ordered through an interlibrary loan. The Alabama Virtual Library is a collection of databases that can be accessed from any internet-connected computer at Austin High School or at home with a card obtained from the Austin High School library or the public library.

Free tutoring from core class teachers occurs on Tuesdays and Thursdays in the Library Media Center from 3:30-4:30. Bus transportation is provided after tutoring. Students using this service must sign-up in the Guidance Office before tutoring in order to be allowed bus transportation home.

### **LOST AND FOUND**

The lost and found will be maintained in the Main Office. Students should not bring valuable items, expensive jewelry, electronic devices, and large amounts of money to school to avoid it being lost. All personal items and clothes should be marked for identification. Students are responsibility for their personal property at all times. Austin High School is not responsible for lost or stolen items.

### **MAKE-UP WORK DUE TO ABSENCE**

If a student is absent for any excused reason, it is the responsibility of the student to go to each teacher to make arrangements to make up missed work the day the student returns to school. After the student returns to school, the student has two class days to make up missed work and turn in the work to the teacher, or the student will receive a grade of "zero" on missed work.

Exceptions may be made for the following:

- the student has been under a doctor's care (documentation must be provided);
- the student has had extenuating circumstances approved by the principal; or,
- when prior arrangements have been made with the principal.

For student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian.

Students who are assigned to the Center of Alternative Placement School will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who

are suspended from these programs will not be allowed to make up missed work and will receive "0's" for any missed assignments during this time.

Long-term assignments such as research papers, special projects, etc., are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

**Students and parents may request assignments missed for students who have been absent or anticipate an extended absence from school for two or more consecutive days by contacting the student's guidance counselor. The requested assignments will be available in the Guidance Department after 3:00 p.m. on the day following the request. It is the student's responsibility to make arrangements to complete assignments and exams missed immediately upon return to school.**

#### **MEDICAL CONSENT**

The parent or guardian, by allowing his or her child to attend Austin High School, **gives consent/permission** to the Teacher, Coach, Athletic Trainer, Staff Member, or Medical Personnel in charge to secure proper treatment or first aid, including hospitalization, under the recommendation of qualified medical personnel, in the event of an emergency or non-emergency situation in which medical treatment is required. The parent or guardian understands that his or her personal primary insurance will be used for this treatment and he or she will be responsible for any amounts not covered by his or her insurance. A student's pertinent medical information will be shared with school and medical personnel as needed. The parent or guardian understands that Austin High School and the Decatur City Schools Board of Education assume no responsibility for the expenses or liability associated with medical treatment and other related expenses or liability.

#### **MEDICATION**

Any prescription or non-prescription medication consumed by a student at Austin High School or on a school sponsored field trip must be administered by the school nurse or a trained medication assistant from the school staff. **All medication, prescription or non-prescription, may only be administered by the school staff when a State of Alabama Prescriber/Parent Authorization medication form (PPA) is complete and signed by a physician and is on file with the nurse.** The form is available in the Main Office or from the school nurse. All medication must be signed in by an adult with the school nurse, including self-carry medications. No medications will be accepted at Austin High School or allowed on field trips unless these guidelines are followed.

**Any student who possesses medication and/or gives away, sells, or attempts to give away or sell medication (prescription or non-prescription) will be subject to disciplinary action and/or criminal prosecution.**

Every effort should be made for medication to be administered at home. The following procedures must be completed if medication must be administered at school:

- The State of Alabama Medication Authorization form(PPA) must be completed and signed by a physician and parent prior to any medication being administered at Austin High School. Prescription and non-prescription medication must have written permission from the physician as well as the parent or guardian requesting the school comply with the physician's order. This form is available in the Main Office or from the School Nurse.
- Prescription medication must be in the original container with a current prescription label attached supplied by the pharmacy along with the completed Medication Authorization form (PPA). The prescription label must be "identical" to the PPA. The parent or guardian must deliver all controlled substances to the School Nurse. Students must not deliver controlled substances to school due to the potential for abuse. All controlled substances must be counted with the school nurse.
- Non-prescription medication must be unopened and in the purchased container or package along with the completed Medication Authorization form (PPA) that specifies the time and dosage that can be distributed. Non-prescription medications cannot be self-carried by the student on campus or on field trips.
- All medication must be stored in the School Nurse's Office at all times (except for chronic illnesses such as: Asthma, Type 1 Diabetes, Seizures, and Anaphylaxis,etc. which must have a Medication Authorization form on file to self-carry).
- The student may be required to provide identification to the principal's designee to receive any medication.

- Austin High School personnel will not administer any medicine, including aspirin, unless it is provided by the parent or guardian with the appropriate complete Medication Authorization form (PPA).

### **MESSAGES/DELIVERIES**

Students will not receive messages and deliveries from outside of the school. The student will not be called to the office to receive any message or delivery. If messages are left or items delivered it is the student's responsibility to check with the Main Office.

### **MOMENT OF REFLECTION/PLEDGE OF ALLEGIANCE**

Each school day begins with a moment of reflection as defined by the **Code of Alabama** and the recitation of the *United States of America Pledge of Allegiance*. No other activity will take place during this time.

### **NATIONAL HONOR SOCIETY**

Eligible eleventh- and twelfth-grade students may be inducted into the National Honor Society. A faculty council will select the members based on the principles of scholarship, leadership, character, and service. The student must have and maintain a cumulative grade average of 90 or above in specified coursework to obtain and keep membership in NHS. Students considered for membership must furnish evidence of service and leadership in the community. Students who meet the academic requirements but exhibit poor citizenship and behavior will not be considered for membership in NHS. Members of the National Honor Society are expected to be examples of good character, leadership, and service while at Austin High School and in the community. A member in good standing will proudly wear the gold stole and tassel of the National Honor Society at graduation.

### **OBLIGATIONS, LOST TEXTBOOKS, INDEBTEDNESS**

All financial obligations, including lost textbooks and library books, fees, fines, and any monies from other obligations for co-curricular or extra-curricular activities must be paid before an exam grade may be given. Students who do not take semester exams will receive a grade of "zero" for their semester exams.

Students who do not take care of financial obligations will not receive Report Cards, cannot enroll in summer school, will not receive a class schedule for the new school year, will be ineligible for a parking space and a locker, cannot participate in graduation ceremonies, and will not have transcripts sent to colleges and universities.

### **PARENT-TEACHER CONFERENCE**

Parent-Teacher conferences can be a valuable means of communication for both the parent and teacher. Conferences must be scheduled before or after school or only during the teacher's preparation time if necessary. Teachers cannot meet with anyone during class time. Conferences can be scheduled with the teacher by note, telephone, e-mail, or by contacting the student's guidance counselor. Parents and guardians are encouraged to visit the school; however, visits during school must be approved by the principal. Parents must check in at the Main Office before attending a conference.

Teachers and administrators encourage parents to arrange conferences early in a grading period and before the student experiences major difficulties. Your involvement with your child's education along with any information you share will enable us to serve the educational needs of your child that will ensure your child's success.

### **PARKING**

All parking at Austin High is reserved by permit only during the school hours. Only the student, his or her parent, guardian or grandparent may register for the student's parking space. Please see Mr. Johnson concerning any questions about parking on campus. In order to reserve a parking space, the following must be provided:

1. A completed signed and dated Vehicle Registration Form (on the AHS Website)
2. \$10.00 (correct cash or check)
3. A current Drivers License
4. Proof of Insurance indicating the vehicle is currently insured
5. A completed and signed Drug Testing Consent Form (on the AHS Website)



### PEP RALLIES

Pep rallies are scheduled at various times throughout the year for the purpose of promoting school spirit. Each student plays an integral role in contributing to the development of school spirit. As a pep rally concludes, it is an Austin tradition to stand respectfully while singing the "Austin High School Alma Mater."

### PROGRESS REPORTS

A formal progress report is provided by Austin High School from the teacher each nine weeks in the form of a Nine-Week Report Card.

A parent may request from the student's counselor a progress report from a teacher or several teachers every three weeks. This progress report will give information about grades, effort, and behavior. It is the student's responsibility to get the progress report from the counselor and give it to his or her teacher. The teacher will send the progress report home with the student.

Parents may also access students' grades and progress through the internet with a password to the INow system. Please see Karen Jones or your student's counselor in the Guidance Department to receive a password.

In addition, a mid nine-week progress report will be sent home through students' 2<sup>nd</sup> block teacher.

### RESTROOMS

Restrooms are available in every floor and students may use the restroom between classes. Only in emergencies will a student be allowed by the teacher to use the restroom during instructional time. This not only protects a student's instructional time, but is also for the safety of the student.

A student cannot leave the classroom during instructional class time for any reason without permission from his or her teacher. If a student does not believe he or she will have time to use the restroom and make it to class on time, the student should first go to the classroom and receive instructions from the teacher. It is always best to be accounted for and have permission from the teacher to use the restroom than be unaccounted for and tardy to class.

If a student has a medical concern that requires restroom use the school and the student's counselor must be informed immediately so accommodations may be determined. Documentation and specific instructions are required from a physician.

### SAFE SCHOOLS HOTLINES

Students who feel threatened or harassed; know about other students using or selling drugs at school; or know, observe, or hear about any act that may place the safety or welfare of any person in jeopardy can **confidentially** and **anonymously** report these situations at the following telephone numbers:

<b>Safe Schools Decatur Tip Line</b>	256-227-8514	
<b>State of Alabama Safe Schools Hotline</b>	1-888-SAV-KIDS	1-888-728-5437

### SAFETY AND SECURITY VIDEO RESOURCES

Austin High School has video resources which monitor the safety and security of students, faculty, and staff. All people must be aware that their actions may be video-taped. Video is recorded twenty-four hours a day though it may not be monitored at all times. In-School Suspension is video-taped for discipline, safety, and security purposes.

### SCHOOL DAY

Buildings Available for Students	8:05 a.m.
School Begins	8:20 a.m.
First Block Begins	8:30 a.m.
School Dismissed	3:30 p.m.
Buildings and Campus Closed for Students	3:45 p.m.

Austin High School is a Closed Campus in that students are not allowed to leave campus or receive visitors during the inclusive hours of their classes. All parents, visitors, and guests must check in at the Main Office and have written permission to be on campus during school hours. Failure to do so is considered trespassing and could result in an arrest. Visitors and guests must park in the designated parking spaces located in front of the Main Office next to the Library.

Students **should not** arrive to campus **before 7:30 a.m.** or remain on campus **after 3:45 p.m.** unless participating in a supervised school activity. There is no direct supervision for students **before 7:30 a.m.** and **after 3:45 p.m.** Transportation to and from school must be planned and provided daily. Any student arriving from 7:30 a.m. – 7:45 must report to the library prior to breakfast.

## SCHOOL-RELATED ACTIVITIES

School-related activities are an important and integral component of every student’s education experience. Participation in school-related activities will contribute to a student’s growth as a person and will help him or her prepare for active and fulfilling personal, professional, and social relationships in life. Each student is encouraged to become involved and participate in as many school-related activities as possible.

<u>School Activity</u>	<u>Faculty/Staff Contact</u>	<u>Location</u>
Academic Tutors	Caroll	GUI
ACT Test Preparation	Carroll	GUI
Art	McDonald/McLemore/Bachuss	JF-111, 112, 114
Athletic Boosters	Bobbitt	AD111
Band	Cooper/Sloan	F123
Band Boosters	Cooper/Sloan	F123
Baseball	T. Stephenson	B215
Basketball	Miles-Boys/B. Hamilton-Girls	GYM
Blood Drive	Schley/Dixon/Tucker	B201/A203/CTC
Business Education	Brown/Hutchison	B106
Cheerleading	Jackson/Tinley/Flannagan	GYMA206
Child Nutrition	Lett	CAF
Choral Boosters	Stough	F117
Chorus	Stough	F117
Counselors	Carroll(A-J), Earley(H-O), Faulk(K-Z), Jackson(12)	GUI
Cross Country	S. Smith/K.Smith	A204
Drama	Stephens	F110
Driver’s Education	Hamilton/Miles	GYM
English Department Chair	Partain	A208
Family and Consumer Science	Allred/Wood	A129
FCCLA	Allred/Wood	A124
Fellowship of Christian Athletes	Knox	A113
Food Drive	Schley/Dixon	B201/A203
Football	Perkins-Varsity/Williamson-Freshman	FH
French	West	A112
Future Business Leaders of America	Brown/Hutchison	B106
Golf	Shannon	B214
Graduation/Senior Activities	Dixon/Jackson	A203
Homecoming	Schley/Dixon	B201/A203
HOSA	A. Jackson/Looney	A132
Interact Club	Betterton	B108
Jazz Band	Sloan	F123
JROTC	Taunton	A133
Junior Class Magazine Sale	Partain/Wood	A208/A129
Junior Statesman Club	Johns	B208

Key Club	Schley	S201
Library	Sabrina Smith	LIB
Literary <i>Impressions</i>	Haughaboo	A104
Math Department Chair	Duffey	A103
Mu Alpha Theta	Duffey	A201
<b>School Activity cont.</b>	<b>Faculty/Staff Contact</b>	<b>Location</b>
National Honor Society	Duffey	A201
National Spanish Honor Society	Turner/Lyles	A114
Prom	Allred/Wood	A124
Partner-In-Education (3M)	English	B105
Parents as Teachers (PAT)		GUI
Photography	McLemore	F112
Science Department Chair	Clark	A214
Soccer	Ashford-Girls/Knox-Boys	GYM
Social Media	Haughaboo	A104
Social Sciences Department Chair	Johns	B208
Softball	Wakefield/J.Stephenson	A102
Spanish	Lyles/Turner	A114
Special Needs	Faulk	GUI
Student Assistants	Carroll	GUI
Student Government/Ambassadors	Schley	B201
Swim Team	McAfee	
Tennis	Pendergrast	B108
Track and Field	Burton	GYM
Volleyball	Lawrence/Mansell	B200/A102
Web Team	Sabrina Smith	LIB
Wrestling	Knox	GYM
Yearbook <i>Bruin</i>	Cheatham	A107

### **CAREER TECH SCHOOL**

Automotive Technology	Funk	CTC
Cooperative Education	Cushing	CTC
Engineering Drawing	Blackwell	CTC
HOSA	Tucker	CTC
Machine Tool Technology	Gatlin	CTC
Robotics	Sandlin	CTC
SkillsUSA	Funk	CTC

### **EXAMS**

- Every student will attend and take an exam unless an exam exemption is specifically earned for a class.
- No student is to take an exam before the scheduled time period. Underclassmen cannot take early exams with the seniors.
- Seniors are allowed one re-take of any exam when credit is needed for graduation.
- Students must be at the assigned semester-exam period unless they have received an exam exemption. A student not attending an exam period will be considered truant.
- A lost **Austin High School Exam Exemption** form will not be replaced. Students accept responsibility for the form once received.
- Students may take any exam if they have lost or damaged a textbook or have any other obligations. However, a grade will not be given until the obligation is met.
- The semester exam will not be interrupted and students will not be allowed to leave or check-out once the semester-exam period begins.
- The dress code will be enforced during semester-exam periods.

### SPORTSMANSHIP

Austin High School values and expects sportsmanship among its many participants, players, coaches, officials, parents, and spectators. Everyone is expected to support and cheer for their team in a responsible and courteous manner that demonstrates fairness, civility, and grace. Disrespect, abusive language, and disorderly conduct are unwelcome and unacceptable. Winning and losing last only a moment—integrity and dignity are characteristics worthy of a lifetime.

### STUDENTS WITH SPECIAL NEEDS

Modifications or accommodations will be provided to students with special needs in accordance with their Individual Education Plan or Section 504 Plan.

### SUMMER SCHOOL

Summer sessions may be offered for specific courses. There are no guarantees that any specific courses will be offered. Students may take courses for the purpose of remediation or for advancement and enrichment. Students have until the end of April to register and pay tuition for the first session of summer school. Each student must have the approval of a guidance counselor and/or principal. There are strict rules concerning attendance and behavior. Dismissal from summer school will result in the loss of tuition.

English cannot be taken for advancement. Students taking courses for advancement must also schedule a course in each of the four core subject areas during the regular school year. Summer school courses and other coursework will be accepted only from accredited institutions with the prior approval of the principal.

### TARDIES

Students who arrive or check in to school after 8:30 will be considered tardy. After the third unexcused tardy, students will be subject to disciplinary action. Everyone that checks-in unexcused will receive a tardy to school regardless of the time that they arrive.

Students have five (5) minutes to move to class each period. Students who arrive late to class will be marked tardy. For every **third tardy** the student will be referred to the assistant principal for discipline.

Checkouts are all unexcused until an appropriate note is returned. Unexcused checkouts are treated as unexcused tardies for that class period. Students with three or more unexcused tardies to class will be issued a discipline notice by their teacher.

### TELEPHONE

Students will not be called to answer the telephone except in emergencies. Students may make calls on school phones only for illness or emergencies and only with a pass from their teacher. To keep phone use to a minimum, students should make parents aware of after-school plans before coming to school.

### TEXTBOOKS

Textbooks become the student's responsibility when issued. All textbooks are to be kept clean, free of writing, and in good condition. Textbooks must be presented on demand of the teacher. The student must not give or loan textbooks to other students. **Damage to or loss of issued textbooks becomes the financial obligation of the student and the parent or guardian.**

### THREATS/HARASSMENT/VIOLENCE

**Threats, harassment, or intimidation will not be tolerated.** Please refer to the **Decatur City Schools Code of Student Conduct**.

As a student and a citizen, each of us has an obligation and responsibility to protect the safety, welfare, and rights of other people. Students who know, observe, or hear about any act that may place the safety and welfare of any person in jeopardy **must** report immediately to a staff member, teacher, counselor, or administrator.

Students that engage in any act that creates an intimidating, hostile, or offensive environment for another person are subject to severe disciplinary action. Any act that provokes, agitates, incites, harasses, or threatens another person such as, but not limited to, taunting, teasing, bullying, the spreading of rumors, making accusations, and creating a confrontation, conflict, or distraction that interferes with or is disruptive of the educational process and

environment is prohibited. Violators will be subject to criminal prosecution and/or suspension and/or expulsion by Austin High School and/or the Decatur City Schools Board of Education.

### **TRANSCRIPTS**

**Official** transcripts will be mailed from Austin High School to any college, business, or place of your choice. There is a fee for each transcript request. Requests can be made in person or via the AHS Epayments portal.

### **TRANSPORTATION**

Students may either drive to school, ride with another driver or ride buses provided by Decatur City Schools as transportation. School bus schedules are provided in the Main Office and in the Guidance Office.

Drivers have the responsibility to make safe transportation their priority. A student's misbehavior distracts the driver. The driver must act promptly to stop such behavior to protect the safety and welfare of all students being transported. No rules or guidelines can insure that incidents will not occur. However, these guidelines are necessary for the safety of all students:

- All riders will remain seated while the vehicle is in motion.
- All riders will keep hands, head, feet, legs, and possessions within the vehicle.
- Scuffling and horseplay is forbidden.
- Eating and drinking is not allowed and riders will not litter the vehicle with debris.
- Safety requires that all riders' possessions and all other objects must be placed in secure locations so as not to be a hazard or danger to others.
- The rider will pay for any damage he or she causes to the vehicle or the property of others.
- Riders will adhere to all school rules regulating behavior while in the vehicle.
- Riders will cooperate with the driver at all times.

Austin High School will determine which acts endanger the safety of others and the disciplinary consequences. Riders who refuse to cooperate and conduct themselves in compliance with school and safety rules will be denied transportation privileges.

### **TUTORING**

Tutoring services are available every morning before school and every afternoon after school for students having difficulties in any course by appointment. Students are encouraged to seek help and assistance before major problems with grades occur in a course. It is the student's responsibility to request and schedule tutoring and assistance with individual teachers. Tutoring is offered in the library on Tuesdays and Thursdays each week from 3:30 – 4:30 PM.

### **VEHICLES/PARKING**

Operating a vehicle on the campus of Austin High School is a privilege awarded to the student. This privilege may be **revoked** and other disciplinary action may be issued for violating policies and regulations. The student must maintain *Student in Good Standing* status to operate and park a vehicle on the Austin High School Campus. These policies and regulations are made with the intent to protect the safety of the students and staff of Austin High School.

- Students will obey all traffic laws of the State of Alabama and the City of Decatur as well as all instructions and directions of the staff of Austin High School and the policies of the **Code of Student Conduct of the Decatur City Schools**.
- State law requires **all** drivers and passengers to buckle-up seatbelts.
- Students will register their vehicle, place a parking permit on their car, and park only in their reserved parking space. Parking permits cannot be transferred or sold to another student.
- Students must possess insurance to operate and park a vehicle on the Austin High School campus.
- There is no legal parking on any streets adjacent to the Austin High School campus. Any vehicle parked off campus is subject to being ticketed and/or towed by the Decatur Police Department.
- After parking, students will immediately lock their vehicle and exit the parking lot.

- Students may not return to their vehicle during school hours without written permission from the office.
- Vehicles will remain parked until school is dismissed or until the student has written permission from the office to leave school.
- Pedestrians will always have the right-of-way.
- The speed limit on the Austin High School campus is 5 (five) miles per hour.
- Loud music from vehicles will not be tolerated at any time.
- Students must report all accidents to the proper authorities and the principal.
- Students have full responsibility for the security of their vehicles. Students cannot give keys or access to their vehicles to other students. Austin High School is not responsible for damages to any vehicles or for lost or stolen items from vehicles.
- Austin High School reserves the right to search any vehicle, with or without the student or owner present.
- Students will be held responsible for any prohibited items in their vehicles and will be subject to criminal prosecution and/or disciplinary action by Austin High School.
- Parking permits must be visible on the front windshield of vehicle.
- Students cannot back into parking spaces.
- Parking without a permit will result in the vehicle being towed at the owner's expense.
- Students are not allowed to remove drinks, drink containers, or food of any kind from their vehicles. Lunches brought from home must be in a suitable container and placed in the student's locker upon arrival at school.
- Fines for parking violations will be \$5.00 for the first offense and \$10.00 for the second offense. A third violation will result in the loss of the student's on-campus driving privilege and will make the student subject to further disciplinary action. Fines will be paid in the Main Office before or after school.
- Students must pay fines for every parking violation within five (5) school days. Failure to pay fines will result in loss of the student's on-campus driving privilege and will make the student subject to further disciplinary action.
- Students who fail to pay fines for parking violations cannot take any semester exams or participate in field trips, assemblies, graduation exercises or ceremonies, and other school-sponsored activities.
- Failure to obey the rules of Austin High School and the policies of the **Decatur City Schools Code of Student Conduct** will result in the loss of the student's on-campus driving privilege.

Students who drive to school must purchase a parking permit and park on the Austin High School campus. Students are not allowed to park on surrounding streets and walk onto campus. Students are not allowed to park in residential driveways and walk onto campus unless it is their residence. Any vehicle parked off campus is subject to being ticketed and/or towed by the Decatur Police Department.

#### **VISITORS/GUESTS**

For the safety of our students and staff, all parents, visitors, and guests must check in at the Main Office and have written permission to be on campus during school hours. Failure to do so is considered trespassing and could result in an arrest. Visitors and guests must park in the designated parking spaces located in front of the Main Office next to the library.

Teachers may receive visitors only during their preparation time by appointment. Students are not permitted to bring visitors to school during school hours. Visitors and guests are expected to be dressed appropriately while on campus or at any school event or activity. Failure to comply will result in guest privileges being revoked.

If a student observes a visitor without a pass, a teacher must be notified immediately. The teacher will ask if he/she can help them and escort them directly to the office. If the visitor does not cooperate, the principal must be notified immediately.

#### **WEB PAGE**

The Austin High School internet address is [www.dcs.edu/ahs](http://www.dcs.edu/ahs). Information on curriculum, tutoring, scholarships, the library, and extracurricular activities as well as current campus news and events can be found at this site.

#### **WORTHLESS CHECKS**

All checks collected must be personalized with a current address and telephone number. Checks must be made for exact amount and two-party, post-dated, unsigned, and counter checks are not accepted. Action and prosecution

will be taken for a check returned for insufficient funds or any other reason and the check writer is responsible for all fees and collection costs.

*The **Austin High School Student Handbook** exists to foster the success of the students and the efficient operation of Austin High School. The **Austin High School Student Handbook** represents many of the standards and guidelines for behavior. Recognizing that it is impossible to identify every situation, Austin High School reserves the right to review individual situations and take appropriate action.*

*The **Austin High School Student Handbook** is subject to change at any time when determined to be necessary by the administration of Austin High School. If changes are made to the **Austin High School Student Handbook**, students, parents and guardians will be notified.*

**ACT ASSESSMENT 2017 – 2018 TEST DATES**

**www.actstudent.org**

**Austin School Code: 010-856**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 8, 2018**	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019*	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019*	June 14, 2019	June 15-24, 2019

\*Visit [www.dcs.edu](http://www.dcs.edu) for more testing dates and information

# *Austin High School Alma Mater*

*Words by Patricia Fowler and Janelle Smith*

*Praises will forever ring;  
Hearts will swell with pride  
As we proudly sing of thee  
Our glorious Austin High.  
Worthy thou will ever be  
Of our high esteem,  
And we'll gladly honor thee  
As the years go by.  
Flying high our banner,  
Loyal we will be  
To your halls of learning,  
Austin, Hail to thee!  
As the years roll onward,  
We'll remember thee  
And the friendships that endure  
From our days at Austin High.*

