

# **Abilene High School**

*Home of the Eagles*



## **2022-2023 Campus Guide**

2800 N. 6<sup>th</sup> Street, Abilene, TX 79603

Main Number (325) 677-1731

Fax (325) 794-1387

The main office is open from 7:30am until 4:00pm

Website: <https://www.abileneisd.org/abilene-high/>

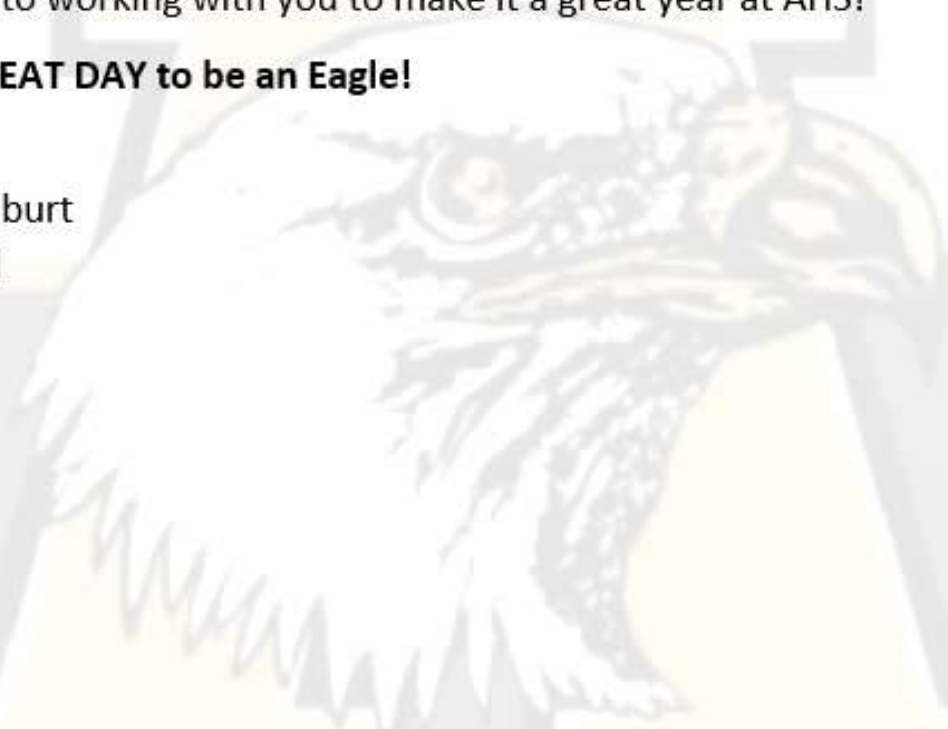
Twitter: [@updatesAHS](https://twitter.com/updatesAHS)

Parents / Guardians:

Welcome to the 2022-2023 school year! High school is such an exciting time for students, and it is my hope that your child becomes involved in some of the amazing programs and opportunities we have at Abilene High. Their involvement leads to greater success academically, socially, and emotionally. We want to partner with parents and together ensure our students are served educationally and socially. The teachers and staff will work to support and prepare our students as they make important decisions and take steps in achieving their goals. Thank you for being an important part of your child's educational success as we work together to build a strong foundation for their futures. We look forward to working with you to make it a great year at AHS!

**It's a GREAT DAY to be an Eagle!**

Emme Siburt  
Principal



## Principal

Emme Siburt

### Associate Principal

Patricia Anderson

### Dean of Instruction

Zack Sneed

### Principal Secretary

Corina Guerra

### Assistant Principals

Heath Wright

A - Em

Erika Varela

En - Le

Jon Patrick

Li - Re

Jordan Palacios

Rh - Z

### Student Resource Officers

Officer Derrick Franklin

Officer Marc Valentine

### Counselors

Amy Montoya

A - Em

Sandra Wuorinen

En - Le

Cecilia Castillo

Li - Re

Regina Siller

Rh - Z

Rick McClure

Special Programs

### Registrar

Judy Surles

### PEIMS Secretary

Eva Anders

### Attendance Officers

Rekita Wilson

Danny Kittley

### Crisis Counselor

Roxanne Bush

### College Counselor

Tamika Braye

### Nurses

Wendy Hancock RN

Rebecca Smith LVN

### Attendance Clerks

Amy Reese

A - Em

Elizabeth Gutierrez

En - Le

Melinda Garcia

Li - Re

Marisol Padilla

Rh - Z

### Counselors Secretary

Katherine Anderson

### Community in Schools

Erica Hansley

### Athletic Coordinators

Mike Fullen

Rosemary Martin

### Librarian

Kate Stover

### Fine Arts Directors

Wendy Weeks

Choir

John Kraemer

Band

Elizabeth Blatchley

Orchestra

Kyle Martin

Theater

School Colors

**Black and Gold**

### School Motto

Enter to learn; go forth to serve.

School Mascot

**Eagle**

### AHS Mission Statement

Abilene High School is a community dedicated to meeting educational, emotional, and social needs as we build leaders prepared to thrive in our diverse and changing society.

# AISD High School Bell Schedule 2021-2022

1 <sup>st</sup> period 8:10 - 8:55		
2 <sup>nd</sup> period 9:00 - 9:55		
3 <sup>rd</sup> period 10:00 - 10:45		
4 <sup>th</sup> period 10:50 - 11:35		
A Lunch	B Lunch	C Lunch
Eat 11:35 - 12:05	5 <sup>th</sup> period 11:40 - 12:05	5 <sup>th</sup> period 11:40 - 12:35
5 <sup>th</sup> period 12:10 - 1:05	Eat 12:05 - 12:35	
	5 <sup>th</sup> period 12:40 - 1:05	Eat 12:35 - 1:05
6 <sup>th</sup> period 1:10 - 2:05		
7 <sup>th</sup> period 2:10 - 2:55		
8 <sup>th</sup> period 3:00 - 3:45		

**PARENTS:** Please be aware that checking out a student during their assigned lunch time is very difficult because students do not have specifically assigned cafeterias or seats. We will know WHEN they are at lunch but not exactly sure where they sit to eat.

## **Student Behavior Management**

### **CHAMPS / Safe and Civil Schools**

All Abilene ISD classroom teachers, paraprofessionals, and auxiliary staff are trained in CHAMPS and Discipline in the Secondary Classroom programs by the Safe and Civil Schools organization. This program focuses on Tier I approaches to student discipline, with a focus on pro-active, positive intervention strategies based on clear expectations and relationship building. In addition, all secondary campuses participate in the Foundations process, in which building-wide culture and climate is addressed by focusing on the common areas of a school building.

### **Campus Behavior Coordinators**

Each campus must designate an individual to serve as the campus behavior coordinator. This person or persons may be the principal of the campus or any other campus administrator selected by the principal. At Abilene High School, the campus behavior coordinators are the principal and the assistant principals of the campus.

#### **Assistant Principals**

Heath Wright	<b>A - Em</b>
Erika Varela	<b>En - Le</b>
Jon Patrick	<b>Li - Re</b>
Jordan Palacios	<b>Rh - Z</b>

### **Dress and Appearance**

Abilene High School will adhere to the Abilene ISD dress code. Students out of dress code will be offered items of clothing available at Abilene High to change into or they must call home to have appropriate clothing brought to them. A student out of dress code will not be permitted back to class until they meet the dress code standard. Multiple dress code violations will result in additional school discipline. Judgements as to what is acceptable will be made by the principal, and the decision of the building principal in these matters is final.

### **Cell Phone Policy**

Students may carry cell phones and may use them during passing periods, but **upon entering the classrooms all phones must be out of sight and turned off or silenced.** Cell phone use is permissible in the cafeteria and patio area's during the students designated lunch time and for instructional purposes as deemed by the classroom teacher. In all other instances, if a faculty or staff member sees or hears the use of a student's cell phone in the classroom or in any instructional building during non-passing periods, the phone can be taken up.

*First offense* - Parent, legal guardian, or student may come to the office after school and retrieve the phone and pay the \$15 cash fee. *Second offense* – a parent or legal guardian must be the one who picks up the phone after school and a \$15 cash fee will be required. *Third and subsequent offense(s)* - the parent or legal guardian must retrieve the phone after school, there will be a \$15 cash fee charged and additional consequences may be given. This policy is in place Monday through Friday, 8:00am - 3:45pm.

**Chronic cell phone violators** can / will be placed on cell phone/device restriction and will NOT be allowed to carry cell phone during the 8 – 3:45 school day.

## **Cell Phone Policy** *continued*

If at any time, *including permitted cell phone use in the hallways or cafeteria*, a faculty member or administrator has reasonable suspicion of conduct violations or illegal activity using the cell phone or other electronic device, the device is subject to confiscation and a school administrator will be allowed access to the device, SIM card, memory card, battery, and all components for the device. If any evidence of illegal activity is found, the device and/or evidence may be turned over to law enforcement authorities, charges will be filed, and legal action may be taken.

## **Bullying**

Bullying may occur when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

A student or parent who has a complaint alleging bullying should immediately report the complaint to a campus administrator, teacher or counselor for investigation. During this initial complaint, a bullying report form will be completed. You may access one of these forms online on the Abilene High website.

Abilene High School uses a Bullying Committee comprised of anonymous teachers, administrators, and staff members to thoroughly review each individual incident and determine the best course of action.

\*See the AISD Student Code of Conduct for more information on dating violence and Title IX\*

## **School Safety**

The safety of our students is paramount. Abilene High School's faculty/staff will practice and promote safety and security daily. Monthly drills and exercises will be implemented throughout the school year. In order for us to do that, the following policies will be implemented:

- The main entrance to the school will be the only doors unlocked.
- All parents, visitors and guests must go to the office to sign in and receive a visitor tag.
- Visitors may not go to any part of the building that is not designated on the visitor badge.
- All teachers and staff will wear identification name tags.
- Students will be expected to abide by the rules as established in the Student Code of Conduct.

## **School Resource Officer**

Abilene High School has two full-time school resource officers through the Abilene Police Department who is responsible for working with school administrators, faculty and staff to ensure the school is a safe place for students to learn.

## **Daily Procedures**

### **Administration Office**

- The office is open from 8:00am until 4:00pm.
- The student school day is from 8:10am - 3:45pm.
- Main number to **Abilene High School** is (325) 677-1731

### **Early Morning Drop - Off – before 8:00am**

When arriving **before** 8:00am, students may enter the campus through the single-entry gate located at the front of the auditorium and the single-entry gate located between the Fine Arts building and the west cafeteria. All students are to remain in the cafeteria or the main courtyard prior to the start of the school day. Students needing to enter any parts of a campus building must have a written pass from a teacher/faculty member.

### **Morning Arrival – 8:00am**

Four entry points will be available at 8:00am.

They are as follows:

1. Single entry gate north of the Fine Arts building in front of west cafeteria.
2. Single entry gate in front of the auditorium.
3. Main entry located at front of building on North 6<sup>th</sup>.
4. South entry located between the Science and the academic building.

**Once the school day has started students will need to enter the campus via the main entry located on North 6<sup>th</sup> street.**

## Dismissal

The instructional school day ends at 3:45pm. Unless associated with a school sponsored activity, all students are to leave campus. Students are required to use the provided crosswalks as they leave campus. Buses will be located on the north side of campus in the bus loop behind the gym, adjacent to the turf fields. Transportation is available to those who live outside of a 2-mile radius from AHS. Further information regarding eligibility may be acquired by contacting Abilene ISD transportation at 677-1444 or the Abilene ISD website at [www.abileneisd.org](http://www.abileneisd.org).

## Traffic and Parking

The beginning and end of the school day will generate large volumes of traffic. Please practice safe and friendly driving. Several crosswalks are available to students around the perimeter of the campus. Please encourage your student to use these for their safety and the safety of others. Visitor parking is clearly marked and located in the parking lot in front of the building, adjacent to N. 6<sup>th</sup>. There are also clearly marked handicapped spots for visitors in need of these services. When visiting our building, please do not park in or block emergency lanes or bus lanes.

## Student Parking Regulations

Students must have the following documents to purchase a parking permit. Students without a parking permit may NOT park in campus parking lots.

- **The student must have a valid TEXAS driver license with a picture, not a temporary ID or permit.**
- **Insurance must list the vehicle and the student as the insured driver.**
- **A valid license plate number and the make/model of the vehicle.**
- The cost for student general parking permit for the current school year is \$10.00. Juniors and seniors may purchase a reserved parking spot for \$35.00.
- The decal must be visible at all times when parking on campus.
- Student parking is located in the west fenced in parking lot and in the unnumbered spots in the north parking lot along the new turf football field.
- Students parking in an assigned teacher spot may be ticketed and/or disciplined. All numbered parking spots are reserved for faculty and staff.
- The student must not sit in or on a parked vehicle while on campus.
- The student may only return to the vehicle when ready to leave the campus for the end of the school day, when accompanied by a faculty or staff member or when an approved junior/senior is leaving for dual credit or off campus course work.
- Students may not stand around or congregate in the parking lot at any time.
- Reckless or careless driving in the parking lot will result in the loss of parking privileges.
- Students are not permitted to drive to classes on other campuses unless they are leaving the **AHS** campus for the remainder of the school day. Extenuating circumstances may be reviewed by the principal or designee.
- **AHS** student may not transport another AHS student to another campus. Extenuating circumstances may be reviewed by the principal or designee.

## **West Parking Lot**

During the fall semester, the Band will use the west parking lot for rehearsals each morning until 8:00am and on Monday evenings from 4:30-8:30pm. During these rehearsals, the south gate will be closed. All traffic will need to enter through the north gate. For the safety of all students and equipment, please be very cautious when entering the parking lot during these times.

## **Visitor Procedures**

Parents and other visitors are welcome to visit Abilene High School but must adhere to certain safety protocols.

- **All visitors must first report to the main office to receive a visitor's badge.**
- A valid driver's license or a Texas ID is needed to receive a visitor's badge.
- Your ID will be kept in the office until you leave campus.
- Visitors may not go anywhere on campus that is not designated on the visitor's badge.
- Please remember to pick up your ID in the front office when you leave.

Visits to individual classrooms during instructional time are permitted only with the principal's approval and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

## **Student ID's**

All students enrolled or attending classes at Abilene High School must wear ID's issued by AHS, CHS or ATEMS. AHS student ID's damaged beyond recognition may be required to be replaced at the student's expense. AHS student ID's will be required in most school functions such as football, volleyball and basketball games. The cost of replacement for an AHS student ID is \$5.00 which includes the ID and lanyard. Students failing to compensate the school for reprint of ID's may be subject to campus discipline.

## **Bus ID's**

All students that are eligible bus riders must have their AISD issued bus ID/pass to ride the bus.

## **Reporting Absences**

Ensure the school is contacted anytime your child will be absent from school. Lost instructional time due to continuous appointments during the school day make it difficult for students to stay caught up in class. Please, whenever possible, make appointments outside of the school day.

## **Tardy Policies**

Promptness is a vital life skill. Teachers have been instructed to immediately close classroom doors when the bell to begin each instructional period rings. Students are tardy if not in the classroom at that time. Students will then be required to get a tardy pass before being allowed into the classroom. Excessive tardies affect student learning, academic performance, and the efficient use of instructional time. Chronic tardiness will become a truancy issue and will be addressed by our assistant principals and truancy officers. Parents may monitor tardies and attendance via the parent portal available in TEAMS.

**A student who is more than 15 minutes late to class will be recorded as absent and will need to obtain a permit to enter class from the attendance office.**

## Signing Students Out / Return of Students During the School Day

If your child needs to be released during the school day before the normal dismissal time, please sign him/her out at the front attendance office. The teacher will be notified, and the student will be sent to the office. When possible, please call the school ahead of time and we will ensure your child is ready to leave when you arrive. As a safeguard, teachers have been instructed not to release students to adults unless notified by the office. Students will only be released to individuals identified in the students' official contact information. It is the parent / guardian's responsibility to ensure accurate and updated contact information.

If a student has a Dr.'s appointment during the instructional day, please request a Dr.'s note reflecting a visit. If feasible, please make sure the student returns to school as soon as the appointment is completed. Students returning with a Dr.'s note within the same school day will not be reported as a state absence.

Anytime a student returns to school during the school day, they are required to report to their attendance clerk to get proper documentation to return to class.

***PARENTS:** Please be aware that picking up your student during their designated lunch time can take a little longer. Students do not have assigned seating or assigned cafeterias. We will know WHEN they eat but not exactly where they are sitting.*

A Lunch	B Lunch	C Lunch
<b>Eat</b> 11:35 - 12:05	<b>5<sup>th</sup> period</b> 11:40 - 12:05	<b>5<sup>th</sup> period</b> 11:40 - 12:35
<b>5<sup>th</sup> period</b> 12:10 - 1:05	<b>Eat</b> 12:05 - 12:35	
	<b>5<sup>th</sup> period</b> 12:40 - 1:05	<b>Eat</b> 12:35 - 1:05

## School Communication

The school uses a variety of ways to communicate with parents. Please ensure your contact information is updated and you have marked in Frontline that you would like to receive school notifications. Communication will be delivered through the school's **Remind**, **School Messenger** (call outs and emails), and **Twitter** accounts. Refusing notifications from these systems will keep you and your student from receiving important information regarding school events / activities.

## **Breakfast Procedures**

Breakfast will be available between 7:30am and 8:00am in the West cafeteria. Students are to arrive in a timely manner to prevent being tardy to 1<sup>st</sup> period. Breakfast will conclude promptly at 8am.

## **Lunch Procedures**

It is expected that students to be in one of the following areas during their assigned lunch.

- West Cafeteria
- East Cafeteria
- Patio area
- Outdoor picnic / courtyard area

## **Cafeteria Guidelines**

Students are expected to practice good manners during lunch by abiding by the following rules:

- **C**ontrol voice to level 2
- **A**lways use good manners
- **F**ocus on eating
- **E**nter and exit safely

## **Outside Lunches brought to Students**

Outside lunches brought to students need to be delivered to the main attendance office at the front entry on North 6<sup>th</sup> Street. Person delivering will need to fill out a name slip, attach to the lunch and leave at the designated lunch table.

If a parent/guardian brings a student lunch during their lunchtime, it may only be for that student. Parents or guardians may not bring food for other students during lunch as this is in violation of the Food of Minimal Nutrition Value regulations.

**No student will be allowed to exit the building to retrieve their lunch.**

Arrangements should be made with student BEFORE school so that they know when the lunch will be there, or the deliverer should communicate the delivery to the student via text. Students will NOT be released from class early to pick up their lunch, they will need to pick it up on the way to the cafeteria when released to lunch. It is **NOT** the responsibility of **AHS** staff members to deliver outside food to students. All outside food and drinks brought for your child during lunch must be discarded before going back to class.

NO deliveries from restaurants or food delivery services are allowed.

## **Visitors During Lunch**

Only individuals who are listed on the student's emergency contact information will be allowed to have lunch with their student. These names are put into the computer at the beginning of the school year. Visitors must sit with their student in a designated area and can bring food ONLY for their student.

## **Contacting Teachers / Conferences**

### **Contacting a Teacher**

The best way to contact a teacher during the school day is through email. Please be aware that most teachers do not check their email until after the final bell so most replies will come late in the day. Phone calls will not be transferred from the front office to teacher's classrooms during the school day because this is a disruption of instructional time. Teachers will return calls during their planning time or after school.

### **Parent-Teacher Conferences**

Parents of children receiving a failing grade on a progress report or on a report card are encouraged to communicate with their child's teacher as soon as possible and to schedule a conference if necessary. Conferences will need to work with the teachers scheduled conference time or be scheduled after school.

### **School Nurse**

Anytime a student has a health or medical concern, they are allowed to see the nurse. Students are required to get a pass from their teacher prior to going to the nurses' office. The nurse will contact parents in instances when information needs to be communicated or the student needs to be picked up.

### **Medication Policies**

Students who are on medication that must be taken at school are required to have a written request form filled out by the parent or guardian with the full instructions on how the medication is to be administered. These medications must be kept in the clinic and will be dispensed by the nurse.

#### **Medications MUST be:**

- in a pharmacy container labeled by the pharmacist
- marked with the patient's name
- the physician's name
- the name of the medication
- directions concerning the dosage

All medication should be picked up by the parent/guardian at the end of the school year. Medication not picked up will be discarded.

### **Learning Resource Center    LRC**

The LRC is open Monday – Friday from 8:00 am to 4:00 pm. There are 2 computer labs, an AV auditorium, three separate study areas on the library floor, and an extensive library collection. Information about database passwords, remote access, audiobooks you can download to your own phone/device and more can be found in the LRC.

## **Student Email Accounts**

Every high school student is given a school email account. This is a Google email account students use for school related purposes. Safeguards are included that notify administrators anytime students are accessing inappropriate content or are sending/receiving concerning information. Misuse of this account will result in the student's account being disabled and him/her not being allowed to access the internet at school.

All student email addresses are formatted using their school ID#.

Example: [123456@abileneisd.org](mailto:123456@abileneisd.org).

If a student password needs to be reset, the student should contact the LRC Specialist for assistance.

## **Frontline/TEAMS**

Student grades can be accessed through the Frontline/TEAMS parent and student portal. This is also where parents can update student contact information.

Go to [www.abileneisd.org](http://www.abileneisd.org) and click on GRADES in the top right area to learn more about creating a student and/or parent account.

## **Xello**

Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style assessments, explore a comprehensive database of careers, schools, programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

## **Parent Involvement**

We encourage all parents to be involved in their child's educational and extracurricular experiences. Almost all extracurricular activities at Abilene High School have a Booster Club that depends on a financial and time investment from parents and community members. Contact the coach/sponsor of the activity to learn more information about how you can be involved.

## **Volunteer Guidelines**

Abilene ISD has guidelines for district volunteers and chaperones. All volunteers are potentially subject to a name-based background check and fingerprinting. Contact Abilene High for more information on guidelines related to specific activities.

## **PTA**

The Abilene High School PTA is an organization of parents and staff members working cooperatively to enhance the educational program for our students. This association is based on mutual trust, respect, and understanding. We encourage membership and participation. The PTA provides activities and services to the educational program that could not be accomplished without parental involvement.

**Textbooks**

Textbooks are provided for student's use free of charge. All textbooks are the property of the state and must be kept clean and handled carefully. District approved book covers should be kept on books at all times. Students are responsible for all textbooks issued to them.

*Students are subject to a fine for any damage that occurs to any textbook that is his or her responsibility.*

*Textbooks are expensive, and the fines we must charge for damage can be costly. Students can avoid these charges by handling their books responsibly.*

**Student Gifts**

It is district policy that students will not be allowed to receive flowers, balloons, cookie bouquets, etc. at school.

**Lost and Found**

The lost and found is located in the Attendance Office at the front entrance on N. 6<sup>th</sup> street.

