
Abilene High School



Campus Guide

2800 North 6th
(325) 677 – 1731 Office
(325) 794 – 1384

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

Tweeter @UpdatesAHS

Facebook ..coming soon

Campus Administration

Principal	Michael A. Garcia	2605
Associate Principal	Trish Anderson	8970
Instructional Specialist	Emme Siburt	1024
Assistant Principal (A-E)	Simon Guerrero	7839
Assistant Principal (F-Le)	Erika Varela	4558
Assistant Principal (Li-Rh)	Renee Carey	8050
Assistant Principal (alpha)	Casey Hodges	2664
Principal's Secretary	Corina Guerra	5716

Campus Support Personnel

Counseling Secretary	Karen Anderson	8794
Counselor (Fo-Jo & ESL)	Sandra Wuorinen	5656
Counselor ()	Maria Munoz	4999
Counselor (alpha)	Rick McClure	7040
PEIMS Secretary	Eva Anders	3239
Nurse	Etta Barber/Becky Smith	2970
SRO	Officer Derrick Franklin	8415
SRO	Officer Daniel Henning	7299
Boys Athletic Coordinator	Michael Fullen	7060
Girl's Athletic Coordinator	Rosemary Martin	5407
Cafeteria Manager	Gloria Hernandez	5555
Director of Transportation	Bruce Neil	8955

Hello Eagles,

Welcome to the 2020-2021 school year. The following pages is designed for the purpose to have a shared vision of the campus operations and expectations. I know often there are times when a question arises, and an answer is needed. Our hope is for the Abilene High School campus guide to provide answers ranging from office hours to important contact numbers.

Thank you in advance for your support and if there exist any questions please do not hesitate to contact us at (325) 677 - 1731.

MISSION STATEMENT

**Abilene High School
Abilene Independent School District**

Our mission is to prepare Abilene High School students to be productive citizens in our diversified and changing society. To do this, we must meet the educational, emotional, and social needs of all students.

We must help our students accept responsibility for their behavior and their academic and physical fitness. We must teach our students to work cooperatively in all social and academic areas. We must provide a high quality program for all children, which include a safe and nurturing environment that promotes the physical, social, emotional, and cognitive development of students. The staff will model, teach, and reinforce appropriate behavior for students.

We must provide multiple daily opportunities for each child to reach his/her potential through a balanced curriculum delivered in an appropriate instructional setting. We adjust methods and materials where and when necessary to raise the academic and social standards of our school. In choosing methods and materials we must recognize the individual personality and learning style of our students. Both the curriculum and the staff's interactions with students will be responsive to individual differences.

To accomplish our mission, each member of the staff must be responsible for student learning. We will put greater emphasis on involving parents, businesses, and community members in the education of our students. Teamwork is essential!

Abilene High School



Motto

Enter to learn; Go forth to serve.

School Colors

Black & Gold

Mascot

Eagles

Office Hours:

The general office is open from 7:30 a.m. until 4:30 p.m. The student school day is from 8:15 a. m. - 3:40 p. m. Main number to Abilene High School is (325) 677-1731.

School Day Hours:

The instructional day begins at 8:15 a. m. and concludes at 3:40 p. m. There are times when the start time and end time may vary. In those instances, communication will be held in advance to allow families to adjust their daily schedules.

Student Behavior Management:

Abilene High School is a Safe and Civil School. With the assistance of the Foundation Team, campus procedures and expectations are established to promote a safe and orderly environment. At the beginning of each semester campus procedures and expectations are shared for common areas identified as CHAMPS. Classroom teacher will share CHAMP expectations at the start of the semester and build in reminders throughout the school year.

To ensure compliance by all students, Abilene High School will utilize Campus Behavior Coordinators to address student misbehavior. Misbehavior will be addressed in accordance with the Student Code of Conduct. The following individuals will be identified as Campus Behavior Coordinators:

Michael Garcia

Trish Anderson

Emme Siburt

Renee Carey

Simon Guerrero

Casey Hodges

Erika Var

Bullying:

It is the goal of Abilene High School to provide an environment where all parties value and respect each other. In the case of bullying, if a student believes there exist a bullying case then it is the expectation for the victim to notify any campus personnel and/or submit a bullying report by clicking on the following link found at the Abilene High School website. For your convenience, the bullying online form may be reached by clicking on the attached link..... [Online Bullying Form](#).

A campus Bully Committee will evaluate submissions and determine if there is a conflict or a bullying incident. Each submission will be evaluated on an individual basis and involve a Campus Behavior Coordinator. In all matters, the Student Code of Conduct will be used to determine school action.

School Resource Officer:

Abilene High School is the home to Officer Derrick Franklin and Officer Daniel Henning. Both officers are members of the Abilene Police Department and serve the role of providing assistance to campus administration in the area of safety but also to serve as liaisons for outside services. Abilene High is proud to be associated with Officer Franklin, Officer Henning and the Abilene Police Department.

Daily Procedures

Early Arrival – before 8:10 a. m.

When arriving **before** 8:10 A.M., students may enter the campus through the single entry gate located at the front of the auditorium and on the north side of the Fine Arts building between the west cafeteria and the Fine Arts building. All students are to remain in the cafeteria or the main court yard prior to the start of the school day. Students needing to enter any parts of a campus building shall receive written permission from a teacher/faculty member. Bus riders may enter the campus via the single gate entry located in front of the auditorium.

Morning Arrival – at 8:10 a. m.

Four entry points will be available at 8:10 a. m. They are as followed:

1. Single entry gate north of the Fine Arts building
2. Single entry gate in front of the auditorium

3. Main entry located near attendance office
4. South entry located between the Science and the academic building

Once the school day has started parents and guest may enter the campus via the main entry located off of Nth 6th.

Dismissal

The instructional school day ends at 3:40 p. m. 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 between the academic building and Nth 6th. Transportation is available to those who live outside of the 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 AbileneISD.org.

Traffic and Parking:

The beginning and end of the school day will generate volumes of traffic. Please practice safe and friendly driving. Several crosswalks are available to students around the perimeter of the campus. Please encourage your students to utilize these features. Handicap and visitor parking is clearly marked and located on the north side of campus. Also, please void from blocking any emergency lanes.

Student Parking Regulations

- 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.
- The cost for student general parking permit for the current school year is \$5.00. 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.

Visitor Procedures

Visitors & Guests:

Parents and other visitors are welcome to visit Abilene High School. **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 in order to receive a visitor's badge. Your ID will be kept in the office. You must pick up your ID in the 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. Visitors may not go anywhere on campus that is not designated on the visitor's badge. The staff at Abilene High School will take every measure to ensure the safety of all our students. Therefore, school personnel are aware that all visitors on campus should have a visitor's badge.

Student ID's and Smart Tags

All students enrolled or attending classes at Abilene High School shall 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 subjective to campus discipline.

In addition, all eligible bus riders are expected to have their Smart Tag ID in order to receive transportation services. Failure to produce their Smart Tag can lead to temporary or long term denial of transportation services. All transportation questions may be directed to Kris Wilson, Transportation Manager, at 325 677-1444 ext. 1628.

Absences and Tardies

Reporting Absences:

Attendance is critical to the success of a student. In order to submit an absence, please contact Abilene High at (325) 677-1731 and choose option 1. The prompts that follow will direct you to the appropriate attendance clerk. Any document related to the absence can be submitted to the attendance clerk associated with your student upon the return to school. It is the responsibility of the parent to contact the attendance office for all absences. The attendance office will be available daily beginning at 7:30 a. m. and ending at 4:00 p. m

Tardies:

Students are tardy if not in the classroom at the start of the instructional period. Teachers will close classroom doors at the tardy bell for each period thus marking the beginning of the

instructional period. Students arriving after the door is closed will be marked tardy by staff members. Excessive tardies affect student learning and academic performance. Chronic tardies shall be addressed by the student's principal and a truant officer. Parents may monitor attendance via the parent portal available in TEAMS.

Release and 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 office. The teacher will be notified and the student will be sent to the office. As a safeguard for our school children, teachers have been instructed not to release students to adults unless notified by the office. Students will only be released to individuals denoted in the contact information. It is the parents/guardians 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 reported absence.

School Communication

Communication is a key component to maintaining a solid relationship between Abilene High School and the local community. It is important to update contact information when changes arise. If there exist a need to update contact information please contact Eva Anders at (325) 677 -1731.

The following are common methods use to communicate information to parents and students:

School Messenger (voice and email), Abilene High School website and Remind

In addition, local media will also be utilized in instances related to bad weather.

LUNCH PROCEDURES

Student Lunch Schedule:

Abilene High School will use a lunch schedule that will incorporate 3 lunch periods each school day. The times are as followed:

"A" Lunch

11:13 – 11:43

"B" Lunch

11:43 – 12:13

"C" Lunch

12:13 – 12:43

Lunch Delivery:

Outside lunches brought to students shall be delivered inside the main entry off of Nth 6th street at the lunch table. No student will be allowed to exit the building to retrieve their lunch. Prior arrangement shall be made with the student. It is not the responsibility of AHS to deliver outside food to students.

Visitors During Lunch:

Visitors during lunch will be limited to individuals listed in the student's contact information in Frontline. All other visitors will need approval of campus administration. All visitors will be required to report to the attendance office, present a valid identification form and restrict themselves to the area declared by campus administration.

Contacting Teachers/Conferences

Contacting the Teacher:

Contacting teachers may be done via multiple methods. The most effective manner is by utilizing the teacher's email that can be located at the Abilene High School webpage. A second method is contacting the main office number at (325) 677-1731.

Conferences:

Parents of children receiving a failing grade on a progress report or on a report card are encouraged to schedule a conference with the teacher as soon as possible. Parents and teachers may request conferences at any appropriate time.

Parents are encouraged to call or email teachers when they have questions. Teachers will return calls during their planning time or after school.

School Nurse:

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. The medication must be in a container labeled by the pharmacist and marked with the patient's name, the physician's name, the name of the medication and directions concerning the dosage. These medications must be kept in the clinic and will be dispensed by the nurse. All medication shall be picked up by the parent/guardian at the end of the school year. Medication not picked up will be destroyed appropriately.

Learning Resources

LRC:

Abilene High School Learning Resource Center (LRC) serves as a support mechanism for classroom teachers and students. The LRC hours are from 8:00 a. m. until 4:00 p. m. daily with special arrangements made on individual basis. Resources such as computers, study areas and access to printed and digital materials are a few examples of readily available resources.

In addition, Abilene ISD library resources is proud to announce the partnership with the Abilene Public Library. Each student's ID serves as a library card thus expanding the volume of educational materials at a student's fingertips.

Student Email Account:

Each Abilene High School student will have issued a Gaggle email account for academic use. The purpose of this account is to support the student academically. This account is monitored remotely by Gaggle and any inappropriate use will cause Gaggle to alert campus administration. Failure to comply with the district's technology user agreement may need to suspension and/or forfeiture of a Gaggle account. A Campus Behavior Coordinator will be directly involved in arriving at school discipline if deemed necessary.

FRONTLINE:

FRONTLINE is the primary method of reviewing student attendance and grades. Each student and parent have the ability to create access to this information. If there is a need for assistance in this area please contact Eva Anders, PEIMS Operator, at (325) 677-1731.

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, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

Parent Involvement

PTO/PTA/Booster Clubs/Volunteering:

The Abilene High School PTA is an association 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. The students of Abilene High School will be invited to participate in campus wide activities during the year sponsored by PTA.

Additional Information

Birthdays and Celebrations:

Personal birthday parties, celebrations are discouraged at Abilene High School. Any form of celebration must have prior approval of campus administration. Some examples of celebrations supporting school spirit are the following:

Pep Rally's, Homecoming, Red Ribbon Week, Veteran's Day, Memorial Day

In each instance, expectations and procedures will be declared in advance. Outside deliveries such as bouquets of flowers and balloons birthdays or special occasions will not be accepted.

Lost and Found:

Lost items will be held in the Registrar's and/or Attendance office. Contact the main office at (325) 677-1731 to get assistance in this area.

Abilene High School



2020-2021 Bell Schedules

"A" Lunch Schedule

8:15-9:09	1st Period
9:14-10:12	2nd Period
10:17-11:11	3rd Period
11:13-11:43	Lunch
11:48-12:43	4th Period
12:48-1:42	5th Period
1:47-2:41	6th Period
2:46-3:40	7th Period

"B" Lunch Schedule

8:15-9:09	1st Period
9:14-10:12	2nd Period
10:17-11:11	3rd Period
11:16-11:43	4th Period
11:43-12:13	Lunch
12:16-12:43	4th Period
12:48-1:42	5th Period
1:47-2:41	6th Period
2:46-3:40	7th Period

"C" Lunch Schedule

8:15-9:09	1st Period
9:14-10:12	2nd Period
10:17-11:11	3rd Period
11:16-12:11	4th Period
12:13-12:43	Lunch
12:48-1:42	5th Period
1:47-2:41	6th Period
2:46-3:40	7th Period

Late Start Schedule

"A" Lunch Schedule

10:15-10:45	1st Period
10:50-11:25	2nd Period
11:30-12:00	3rd Period
12:05-12:35	Lunch
12:40-1:45	4th Period
1:50-2:25	5th Period
2:30-3:05	6th Period
3:10-3:40	7th Period

"B" Lunch Schedule

10:15-10:45	1st Period
10:50-11:25	2nd Period
11:30-12:00	3rd Period
12:05-12:40	4th Period
12:40-1:10	Lunch
1:15-1:45	4th Period
1:50-2:25	5th Period
2:30-3:05	6th Period
3:10-3:40	7th Period

"C" Lunch Schedule

10:15-10:45	1st Period
10:50-11:25	2nd Period
11:30-12:00	3rd Period
12:05-1:10	4th Period
1:15-1:45	Lunch
1:50-2:25	5th Period
2:30-3:05	6th Period
3:10-3:40	7th Period

Scheduled Early Release Days are from 8:15-1:30 and will follow the District Final Exam Schedule