



***The Academy of Technology,
Engineering, Math, and Science***

2020-21 Campus Guide



650 East Hwy 80, Abilene Tx. 79601
Ph# 325-794-4140

Campus Webpage: <https://www.abileneisd.org/atoms-high/>

Also find us on:

Facebook Atoms Phoenix
Twitter @AtomsPhoenix
Instagram @atomsphoenix

Faculty and Staff

ADMINISTRATION AND SUPPORT STAFF

Ext: 2020	Jeff Howle	Principal, Behavior Coordinator, Title IX
Ext: 2083	Tammy Nall	Dean of Students/Counselor
Ext: 3729	Kate Ashby	COOL Counselor
Ext: 8010	Cathy Reinmund	Nurse
Ext: 3050	Linda Black	Secretary/Registrar, PIEMS Coordinator
Ext: 5804	Elizabeth Mendoza	Attendance Clerk
Ext: 7843	Natasha Tucker	Campus Bookkeeper/Receptionist
Ext: 8158	David Aguirre	Attendance Officer
Ext: 2297	Edward Cutbirth	Student Resource Officer

FACULTY (*Department Chair)

Ext: 1838	Riley Scroggins	Art
Ext: 7678	Larry Haney	Engineering*, Robotics
Ext: 2293	Allison Stanley	Engineering, Robotics, NHS
Ext: 7013	Jill Monroe	English
Ext: 4388	Kathryn Condra	English
Ext: 1799	Wes Racca	English *, Tech SWAT
Ext: 8057	Karen Batson	Information Technology*, Yearbook
Ext: 2748	Andy Hope	Information Technology, Drones
Ext: 2763	Stephanie Angell	Mathematics*, UIL Coordinator, STARS, AEF
Ext: 4500	Taylor Claxton	Mathematics, Prom Committee
Ext:	Jennifer Heidema	Mathematics
Ext: 7535	Tiffany Woodard	Mathematics, Student Council, United Way
Ext: 1103	Keenan Aston	Physical Education
Ext: 7068	Kelly Garcia	Physical Education

Ext:	Hunter Levy	Science, Prom Committee
Ext: 7032	Tracy Long	Science, Engineering
Ext: 1852	Jana Lindley	Science*, Technology Liaison
Ext: 2686	Cassi Smith	Science
Ext: 4535	Jera Bunton	Social Studies*, Student Council
Ext: 4423	Stewart Engel	Social Studies
Ext: 8357	Kimhun Dam	Social Studies
Ext: 2682	Lilia Lipps	Spanish*

Greetings

Hello students and parents and welcome to a new school year! My name is Jeff Howle and I am honored to be the principal at ATEMS! Our staff is one of the most hard-working, dedicated, and creative groups of people I have ever had the pleasure to work alongside and they are always striving for new and innovative ways to teach our students. If there is anything we can do throughout the year to help your child be successful, please let us know. As the Phoenix always does, let's rise together!

Sincerely,

Jeff Howle, Principal

Mission Statement

The mission of the Academy of Technology, Engineering, Math & Science is to provide a safe, challenging learning environment that emphasizes academic excellence in STEM education as well as the development of 21st century skills.

Guidelines for Success:

- Be **P**unctual
- Be **H**elpful
- **O**wn Your Actions
- **E**ngage in Learning
- No **N**egativity
- Have **I**ntegrity
- Be **E**xcited

School Colors: **Green/Blue**

School Mascot:

Phoenix

Office Hours: 7:30am to 4:00pm

School Day Hours:

8:15am to 3:40pm

Student Behavior Management

Each teacher is expected to establish and maintain an effective classroom management system that adheres to the Abilene ISD, CHAMPS/DSC guidelines and is conducive to a safe, positive, and productive learning environment for all students. As such, ATEMS has established a 3 Step Discipline Process to support and provide documentation for the disciplinary steps that a teacher implements. Here are the steps our teachers will follow when dealing with minor disciplinary matters:

- Step 1: Verbal warning/Conference with student
- Step 2: Conference with student/Parent Contacted
- Step 3: Referred to the office (detention given)

Any major disciplinary issues will be reported to the campus principal by the teacher or other staff member directly involved in the incident. The campus principal (Mr. Howle) is the designated Behavior Coordinator for the ATEMS campus. In his absence, Tammy Nall (Dean of Students) will act on his behalf.

Bullying

Bullying will not be tolerated at ATEMS. If a student feels he/she is the victim of bullying or has witnessed a fellow student being bullied, he/she should immediately report the incident to a teacher or other adult staff member on our campus. If a student wishes to report an incident (but remain anonymous), he/she should refer to the campus “See something, say something” posters, scan the QR code pictured on the front, and make the report online.



We truly want our students to feel safe, secure, and enjoy coming to school each day, so please let us know if you (or anyone you know) are experiencing any type of harassment on our campus.

If we don't know, we cannot help – so let us help!

School Resource Officer

Our School Resource Officer is Mr. Edward Cutbirth, with the Abilene Police Dept. Officer Cutbirth splits his time between the ATEMS campus and Woodson Center for Excellence. He can be reached during normal business hours at **677-1444 ext: 2297**

Daily Procedures

ATEMS CAMPUS ENTRANCE AND OFFICE HOURS

All students and visitors to the ATEMS campus should enter through the front doors that are located to the right of the TSTC campus sign. Standard office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. The office is closed on holidays. Students will be admitted through the front doors beginning at 7:30 a.m.

STUDENT ARRIVAL AND DEPARTURE

The bell for students to report to class will ring at 8:10 a.m. First period begins at 8:15 a.m. and the standard school day ends at 3:40 p.m. Parents should drop-off and pick-up students in the parking lot near the front sidewalk. Please do not block or leave your vehicle unattended in the driving lanes at any time. Please do not block the handicapped parking spaces on the TSTC side of the building. The driveway by the cafeteria is reserved for AISD bus use only.

When students are on campus, they should enter and exit the building through the front doors of ATEMS. Students may NOT use the TSTC entrances to leave campus or ride shuttles. Students will be admitted into the building beginning at 7:30 a.m. Prior to 8:10 a.m., students may choose to wait in the cafeteria, the ATEMS courtyard, or at the benches and tables in the front yard. Juniors and seniors with Trust Cards may wait in Student Central as space allows. In addition, up to 15 seniors with Trust Cards may sit in Senior Commons beginning at 8:00 if a teacher monitor is on duty. Tech SWAT members may be permitted to assist with technology on 2nd floor between 7:45 a.m. and 8:10 a.m. as assigned by the Tech SWAT advisor.

TRANSPORTATION BETWEEN CAMPUSES

ATEMS students who are enrolled in athletics, band, orchestra, choir, or JROTC on either the AHS or CHS campus will be provided bus transportation between the ATEMS campus and the other AISD campus between class periods. Once a student arrives at the ATEMS campus for his/her first ATEMS class of the day, he/she is required to use the AISD shuttle bus between campuses. Students are not permitted to drive themselves to classes on other campuses unless they are leaving the ATEMS campus for the remainder of the school day. An ATEMS student may not transport another ATEMS student to another campus. Extenuating circumstances may be reviewed by the campus principal. Students who ride shuttle buses to other campuses must exit and reenter through the front doors. In addition, all students must adhere to the guidelines established by the Director of Transportation for Abilene ISD which includes utilizing a SMART Tag bus identification badge.

DAILY BELL SCHEDULE

Monday/Friday

PERIOD	BEGIN	END
Breakfast	7:30am	8:00am (8:10am – 1st bell)
1st	8:15am	9:11am
2nd (Announcements)	9:14am	10:14am
3rd	10:17am	11:13am
Blue Lunch	11:13am	11:43am
4 th Pd “Blue”	11:48am	12:45pm
4 th Pd “Green”	11:16am	12:13pm
Green Lunch	12:13pm	12:45pm
5th	12:48pm	1:44pm
6th	1:55pm	2:47pm
7th	2:50pm	3:40pm

Tuesday/Wednesday/Thursday

PERIOD	BEGIN	END
Breakfast	7:30am	8:00am (8:10am – 1st bell)
1st	8:15am	9:07am
2nd (Announcements)	9:10am	10:06am
3rd	10:09am	11:01am
4th	11:04am	11:55am
Mega Lunch	11:55am	12:55pm
5th	1:00pm	1:52pm
6th	1:55pm	2:47pm
7th	2:50pm	3:40pm

INCLEMENT WEATHER (Late Start Schedule)

PERIOD	BEGIN	END
Breakfast	9:30am	10:00am
1st	10:15am	10:37am
2nd (Announcements)	10:40am	11:02am
3rd	11:05am	11:27am
4th	11:30am	11:55am
Mega Lunch	11:55am	12:55pm
5th	1:00pm	1:52pm
6th	1:55pm	2:47pm
7th	2:50pm	3:40pm

STUDENT VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain it is locked and the keys are not given to others. The area designated for ATEMS Student Parking is on the west side of the property, near the flag poles. All other parking locations on campus are reserved for ATEMS and TSTC staff members, and students who park in those locations will be asked to move their vehicles. Students must not sit in or on a parked vehicle while on campus, and may only return to the vehicle when ready to leave the campus for the end of the school day, when given permission by an ATEMS faculty or staff member, or when an approved junior or senior is leaving for an off-campus lunch privilege as allowed by campus policies. Reckless or careless driving in the parking lot will result in the loss of parking privileges. All vehicles driven to campus must be registered with ATEMS and must display a current ATEMS permit (which must be purchased at the front desk each year for \$5.00).

DRESS AND APPEARANCE

ATEMS students adhere to the Abilene ISD dress code for high school students.

TRUST CARDS, STUDENT ID CARDS, AND LANYARDS

Students are provided a Trust Card and an ID card at the beginning of the school year and are required to keep both of these cards on their person, above their clothing, and in plain view. Students may wear only their own assigned cards from the current school year and may not apply stickers or otherwise alter the cards. A student may use his own lanyard if it is appropriate for a school setting. One school issued lanyard will be made available to each student when the initial student ID is issued. After the initial opportunity to receive a school-provided lanyard, lanyards can be purchased for \$1.00 each. Misplaced or damaged Trust Cards and student ID cards may be replaced in the front office for a fee of \$5.00. Temporary ID cards can be purchased from the front desk at the cost of \$1.00, or 1 detention and are valid only on the date issued. Disciplinary consequences may be assigned for failing to appropriately wear the ID or for frequently requiring temporary IDs.

The Trust Card symbolizes that the student is a responsible young adult. Students with Trust Cards may be permitted the following privileges:

- to access the wireless network and/or use laptop computers with teacher approval,
- to use personal technology devices when appropriate and with teacher approval,
- to participate in select enrichment field trips,
- to check out a school laptop at the end of the day when student/parent requirements met,
- to use Student Central before school and during lunch (juniors and seniors),
- to use the Senior Commons area on second floor before school (seniors),
- to use off-campus lunch privileges (juniors and seniors with parent permission form), and
- to participate in special awards, activities, and celebrations.

The purpose of the Trust Card is to encourage and reward the acceptance of personal responsibility and to make trust an explicit part of what we do. **Any ATEMS staff member can revoke a student's Trust Card for discipline concerns, academic issues, excessive tardies, or poor attendance.** If, at any time, a student is without his Trust Card (regardless of whether it was lost, forgotten, or revoked), all trust privileges will be forfeited. Getting a revoked Trust Card back requires correcting the specific issue or concern and regaining the trust of the staff member who took it away. Details for regaining a Trust Card shall be determined on a case-by-case basis with the goal of helping students understand the impact of their actions. We reserve the right to add or remove items to the above list of privileges as deemed necessary throughout the year. **NOTE: Students must maintain passing grades to keep a Trust Card. A Trust Card collected due to grades will be returned at the end of the 3-weeks or 6-weeks grading periods when grades return to passing.**

COMMUNITY SERVICE HOURS (10 HOURS PER YEAR)

ATEMS encourages students to participate in volunteer work and community service. ATEMS collaborates with community organizations to provide students with opportunities to engage in their community, and our students are also encouraged to reach out on their own and find community service opportunities. Every student is expected to earn at least 10 hours of community service each year for a minimum of 40 hours over four years of attendance. Students who complete this goal are honored at their graduation ceremony with a white cord, and community service hours are also required to earn a letter jacket in Engineering, Information Technology, and all other student organizations. Documentation of community service hours is maintained by the ATEMS career counselor.

- **Also of Note – Returning students will no longer be issued a trust card if they are not up to date on their required number of volunteer hours. Each year, volunteer hours should reflect the following:**
 - **Sophs. – Should have at least 10 hours of community service**
 - **Juniors - Should have at least 20 hours of community service**
 - **Seniors - Should have at least 30 hours of community service**
- **Incoming Freshman students will be given a trust card each year with the expectation they will accumulate 10 hours or more of volunteer service prior to the beginning of their Sophomore year.**

BREAKFAST, LUNCH, AND FOOD ITEMS

Abilene ISD provides food service on the ATEMS campus. Breakfast is served daily from 7:30 a.m. to 8:00 a.m. The bell to leave the cafeteria and report to first period will ring at 8:10 a.m.

Lunch service varies according the schedule that is being observed. On some days, students will eat during an assigned lunch period. On other days, lunch will be one component of the Mega Lunch program.

Parents may bring lunch to their student (only) and must check in with the front desk as the food is being dropped off. We do not have a designated area inside our campus for parents to eat lunch with

their child, however the picnic tables and benches at the front of the school are available for student/parent lunches. In inclement weather, students who are eating with their parents will either be asked to eat inside their vehicle or given the option to go off campus.

Juniors and seniors who have a completed parent permission form and have a valid Trust Card and permanent ID with them may leave campus for a 45 minute lunch (unless we are on an Advisory Schedule or a student has mandatory tutoring – in which case students may only leave campus for 30 minutes). These students are encouraged to consume their purchased food off campus; however, if it is necessary to return to the campus with food, the student may eat the food at a table in front of the campus. No food purchased during off-campus lunch may be brought into the building. Students who participate in off-campus lunch may not purchase food or drinks for other students who remain on campus. Students who return late from lunch or fail to adhere to expectations regarding the consumption, procurement, and distribution of food on campus will forfeit their Trust Card and their off-campus lunch privileges.

Due to federal, state, and campus regulations, students are not permitted to do the following: sell food items or use the vending machines until after 4:10 p.m., use food delivery services, purchase off-campus food for other students, or consume food in non-approved areas. Special fund-raising events that involve the selling of food items may be permitted if they adhere to all federal, state, and campus regulations and are approved by the campus principal.

Items such as birthday cupcakes that are provided by a student or parent may be enjoyed by students beginning at 3:40 in the front yard of the school building.

ATEMS Weekly Lunch Schedule

<u>Monday:</u>	“A” Lunch (11:13am – 11:43am)	*Student lunch is dependent on their 4th Pd teacher	
	“C” Lunch (12:13pm – 12:43pm)		
<u>Tuesday:</u>	Mega Lunch (11:57am – 12:57pm)	<u>Tutorials</u>	<u>Clubs Available</u>
		Math	UIL Congress
		Social Studies	UIL Literary Criticism
		English EOC	UIL Writing
			Glee Club
			Tech Swat
			Robotics
<u>Wednesday:</u>	Mega Lunch (11:57am – 12:57pm)	<u>Tutorials</u>	<u>Clubs Available</u>
		Spanish	UIL Calculator App
		IT	UIL Tech Apps
		Art	UIL Speech
		Engineering	UIL Math
		Math EOC	Student Council

Thursday: Mega Lunch (11:57am – 12:57pm)

Tutorials

English
Science

GSA

Clubs Available

UIL Journalism
UIL Science
ABC
Drawn Together
Yearbook
STARS
Robotics

Friday: “A” Lunch (11:13am – 11:43am)

***Student lunch is dependent on their 4th Pd teacher**

“C” Lunch (12:13pm – 12:43pm)

TARDIES

A student already on campus is tardy if he or she enters the classroom after the bell rings to begin class. The teacher will mark the student tardy in TEAMS at this time.

If a teacher marks a student absent, but the student arrives in the classroom prior to 15 minutes after the bell, the teacher will change the absence to a tardy.

Students who arrive on a shuttle are to report directly to class. If a student arrives in class more than 4 minutes after the shuttle arrives, he/she is considered tardy.

Tardies are documented throughout the school year. Tardies are recorded each period; therefore, a student may receive multiple tardies in a single day. It is important for students to arrive to class on time so that they can fully benefit from the academic instruction that is provided and so that classroom disruptions are minimized. Therefore, students who accumulate excessive tardies within a 6-weeks grading period will be assigned the following consequences:

TOTAL # OF TARDIES (SUM PER CLASS) PER 6-WEEKS GRADING PERIOD	CONSEQUENCE
3	Conference with principal
4	Assigned 1 day lunch detention Parent contacted

5	Assigned 2 days lunch detention Parent contacted
6	Assigned lunch detention for 4 days. Loss of Trust Card for 5 days.
7	Assigned lunch detention for 8 days. Loss of Trust Card for 10 days.
8+ Tardies	Further consequences determined by the principal.

REPORTING ABSENCES

All student absences should be reported to Liz Mendoza, attendance clerk at 794-4140 ext: 5804. Mrs. Mendoza will document the absence, contact teachers, and (if necessary) collect assignments for parent pickup.

All students who are leaving (and returning to) campus for medical appointments, therapy, funerals, and other miscellaneous reasons must sign out at the front desk prior to leaving and sign back in at the front desk upon returning (if their return is prior to the end of the school day).

SCHOOL COMMUNICATION

School communication will take place in a variety of ways. First, our daily announcements occur at the beginning of second period each day. A written copy of the announcements is then shared in a folder which is viewable by all students and teachers at ATEMS, and they are also posted on the ATEMS home page where they can be viewed by both students and parents.

Also, many of our school activities will be published through a weekly/monthly newsletter from the principal, and many of our school happenings will be advertised through Instagram, Twitter, and Facebook. You are highly encouraged to follow us on those social media applications by locating the @atemsphoenix screen name. Additionally, teachers will frequently communicate with students/parents through email, Remind messages, and Six Weeks newsletters.

VISITOR PROCEDURES

All visitors must check in at the front desk upon arrival to our campus. A valid driver's license will then be collected from our receptionist, the license will be scanned, and (if approved) the visitor will be given a visitor's badge. All visitor's badges must be worn throughout the duration of time spent on campus and should be returned to the front desk upon departure. Abilene ISD employees with a valid employee ID card will not be required to wear the visitor's badge.

TEACHER CONFERENCES

Parent/teacher conferences can be scheduled by either contacting the teacher directly, or through communication with the Principal (Mr. Jeff Howle) or Dean of Students (Mrs. Tammy Nall). Conference periods vary throughout the day, so if you need to speak to a larger group of teachers regarding your child's progress, it is recommended those be scheduled either before school (at 7:45am) or after school (at 3:45pm).

SCHOOL NURSE

Our school nurse is Cathy Reinmund, and she can be reached at 794-4140 ext: 8010. *** Please remember, except for prescribed inhalers, students may not carry medications with them throughout the school day. ALL MEDICATIONS (whether they are prescriptive or over the counter) must be checked in with our school nurse by a parent before being distributed.**

SCHOOL LIBRARY

The TSTC library is off-limits to all ATEMS students and will only be used through direct guidance from ATEMS staff members and teachers. Students may not utilize this space during the school day but may (in fact) check out learning materials within the TSTC library after coordination from their teacher.

STUDENT EMAIL

All students in the Abilene ISD have an email/Google account that is assigned to them. This account is commonly a student's ID # followed by @abileneisd.org (ex: 123456@abileneisd.org) Teachers and staff members will use email to send/receive messages from students regarding assignments, upcoming events, and other activities so all students must have an understanding of how to access their email account. Be aware, these accounts are constantly under review by our technology department, and any messages containing profanity, sexual or suicidal references, or any type of violence will be referred to

the Principal or Dean of Students for further investigation. If students need to reset their password, they should contact Ms. Jana Lindley, our campus technology liaison.

ACCESSING GRADES

The Abilene ISD Student Self-Serve Portal provides access to attendance and grades for all students. Students will use their district issued user ID (student ID number) and password to access SSS. All students currently enrolled in Abilene ISD are automatically setup for a SSS account. If your student does not know their password, please contact our campus technology liaison, Ms. Jana Lindley for assistance in gaining access to the information needed.

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.

PTO/VOLUNTEERING

Currently, there is not an active Parent/Teacher Organization in place at ATEMS. However, if you would like to volunteer in some way at any of our campus events (fun nights, robotics competitions, UIL Academics, etc.), please contact the campus directly at 325-794-4140.

BIRTHDAYS/CELEBRATIONS

Parents are ALLOWED to bring gifts to school when students are celebrating different occasions. However, these items must be kept at the front of the school until the completion of the school day and students will not be allowed to carry them from class to class. We DO NOT allow outside campus deliveries (from florists, gift shops, etc.) for special occasions such as birthdays, Valentine's Day, Christmas, Halloween, and/or Homecoming.

LOST AND FOUND

Lost and found collection areas are at the front desk and inside the school cafeteria. Please check these areas first for any misplaced items, and if necessary, a "missing items bulletin" can be put into the daily announcements.