



The Academy of Technology, Engineering, Math, and Science

2021-22 Campus Guide

**The LIFT Center
2034 Quantum Loop
Abilene, Texas 79602
325-794-4140**

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



Greetings!

Welcome ATEMS students and parents! We are so excited that you are here, and we look forward to working with you to strengthen ATEMS's tradition of excellence and achievement. This is an exciting year, and we want you to be a part of your student's success. Our faculty and staff are eager to help your child achieve excellence in all aspects of their education. If there is anything we can do throughout the year to help your child be successful, please let us know.

We look forward to working with you to make it a great year at ATEMS!

Sincerely,

Jay Ashby

Director of The LIFT Center

Abilene ISD Mission Statement

AISD engages and empowers each student to be contributing, responsible citizens who reach their full potential through relevant, innovative and rigorous learning experiences.

ATEMS 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.

School Colors: Green/Blue

School Mascot: Phoenix

School Day Hours: 8:05am-3:45pm

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

FACULTY AND STAFF

Administrative and Support Staff

Name	Position	Extension
Jay Ashby	Director	1596
Brandon Randell	Assistant Director	5453
Crisstie Crim	Instructional Coordinator	3104
Carrie Atchison	Counselor	2617
Darren Wilson	Maker Space Manager	3111
Kate Ashby	COOL Counselor	3729
Holly Connally	Campus Secretary	2662
Linda Black	Registrar/Sub Coordinator	3050
Cathy Reinmund	Nurse	8010
Savanna Turner	Attendance Clerk	8365
Jennifer Tollett	PBX/Receptionist	1504

Faculty

Name	Subject/Position	Extension
Riley Scroggins	Art	1838
Broc Baird	Graphic Design	3316
Martha Tammany	Graphic Design	7982
Larry Haney	Engineering	7678
Allison Stanley	Engineering	2293
Jill Monroe	English	7013
Katherine Condra	English	4388

Wes Racca	English	1799
Karen Batson	Digital Communication	8057
Andy Hope	Technology	2748
Roger Hall	Technology	4301
Daniel Kaplinski	Technology	1759
Stephanie Angell	Mathematics	2763
Taylor Claxton	Mathematics	4500
Jennifer Heidema	Mathematics	4725
Mitch Aston	Physical Education	1103
Hunter Levy	Science	5599
Tracy Long	Science/Engineering	7032
Jana Lindley	Science	1852
Cassie Smith	Science	2686
Jera Bunton	Social Studies	4535
Stewart Engel	Social Studies	4423
Kimhun Dam	Social Studies	8357
Tana Palafox	Spanish	3253
Arlieta Jones	Special Education	5331
Rene Guerrero	Culinary Arts	2697
Jonathan West	Culinary Arts	2974
Zach Hageman	Welding	4892
Ray Stokes	Electrical	8717
Glen Freeman	Carpentry	8379
Will Kirby	Automotive	8033
Matthew Parker	Automotive	2137

LIFT Center Shuttle Schedule

Period	Time	Shuttle Release	Shuttle Depart
1st Period	8:05-8:50		
2nd Period	8:55-9:55	3rd Period Travelers Release at 9:40	3rd Period Travelers Depart at 9:43
		Travel Time 9:40-10:00	
3rd Period	10:00-10:45		
4th Period	10:50-11:35	5th Period Travelers Release at 11:35	5th Period Travelers Depart at 11:40
		Travel Time/Lunch 11:35-12:10	
5th Period w/ A Lunch	A Lunch: 11:35-12:15 5th Period: 12:20-1:05		
5th Period w/ B Lunch	5th Period: 11:40-12:25 B Lunch: 12:25-1:05	6th Period Travelers Release at 12:25	6th Period Travelers Depart at 12:30
		Travel Time/Lunch 12:25-1:10	
6th Period	1:10-2:05	7th Period Travelers Release at 1:55	7th Period Travelers Depart at 1:58
		Travel Time 1:55-2:10	
7th Period	2:10-2:55	8th Period Travelers Release at 2:40	8th Period Travelers Release at 2:43
		Travel Time 2:40-3:00	
8th Period	3:00-3:45		

VISITORS TO CAMPUS

Refer to COVID Supplement for guidance on visiting the campus.

BREAKFAST AND LUNCH

Abilene ISD provides food service on the ATEMS campus. Breakfast is served daily from 7:30 a.m. to 8:00 a.m. Lunch service is provided during A or B lunch depending on the student's schedule. Students traveling during the lunch period will have access to to-go lunches provided by AISD student nutrition.

ATEMS is a closed campus. This means that students may not leave the campus on their own for lunch for any reason.

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. Students will be asked to show their ID to ensure the food delivered goes to the correct student. Students will not be called out of class before lunch time to pick up their food.

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. No additional names will be added after the first six weeks of school. When coming to have lunch, you must obtain a visitor's pass in our administration building.

All outside food and drinks brought for your child during lunch must be discarded before going back to class.

TEXAS SCHOOL NUTRITION POLICY

Foods of Minimal Nutritional Value (FMNV) are NOT ALLOWED to be provided to students at any time anywhere on school premises by anyone (including guest speakers) until after the end of the last scheduled class. (FMNVs include but not limited to any carbonated beverage, chewing gum and candy.) Competitive foods (all foods and beverages that are not provided by school food service) are NOT ALLOWED during periods where reimbursable meals are served such as the school cafeteria. A parent may only bring their child competitive foods during the lunch periods; the food CANNOT be shared with any other students.

TRANSPORTATION BETWEEN CAMPUSES

ATEMS students who are enrolled in any class on either the AHS or CHS campus will be provided bus transportation between the ATEMS campus and the other AISD campus during designated travel times throughout the day. Students are not permitted to drive themselves or ride with others to classes on other campuses unless they have completed the ATEMS Driving Release Form that can be obtained in the administration office. 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.

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. Students must park in the designated student parking area at The LIFT Center. All other parking locations on campus are reserved for ATEMS and LIFT 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 leaving for an approved class/activity. 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.

STUDENT ID CARDS, LANYARDS, AND Trust Cards

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. Misplaced or damaged Trust Cards and student ID cards may be replaced in the front office for a fee of \$5.00. Misplaced or damaged school ID card replacements can be purchased from the front desk at the cost of \$5.00. Disciplinary consequences may be assigned for failing to appropriately wear the ID.

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 the Media Center and Collaboration Stations before/after school and during lunch (Juniors and Seniors only during lunch). Students without trust cards may utilize these spaces with teacher permission and supervision
- to participate in special awards, activities, and celebrations

The purpose of the Trust Card is to encourage and reward the acceptance of personal responsibility. 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. Earning a revoked Trust Card back requires correcting the specific issue or concern with the appropriate staff member. 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 counselor.

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:

- Sophomores – 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.

Campus Behavior Coordinators

Each campus must designate an individual or individuals to serve as the campus behavior coordinator. At ATEMS, the campus behavior coordinators are Assistant Director Brandon Randell and Director Jay Ashby.

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 Director or Assistant Director by the teacher or other staff member directly involved in the incident.

Bullying

Bullying will not be tolerated at ATEMS. If a student feels they are the victim of bullying or has witnessed a fellow student being bullied, the student 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), an online bullying report form is on the ATEMS webpage and a QR code for this form is posted throughout the building. 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.

CELL PHONES/TELECOMMUNICATIONS DEVICES AND OTHER ELECTRONIC DEVICES

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers. Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the Assistant Director's office. The Assistant Director will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the LIFT Center office for a fee of \$15.

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, the student 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:

5 th Tardy	Conference with Assistant Director, Parents contacted
6 th Tardy	2 days Lunch Detention, Parents contacted
7 th Tardy	3 days of Lunch Detention, Parents contacted
8 th +Tardy	1 Week of Lunch Detention, Conference between student, parent, Assistant Director, and attendance officer to discuss the effects of tardiness, possible strategies, and deterrent methods

REPORTING STUDENT ABSENCES

All student absences should be reported to Savanna Turner, attendance clerk at 794-4140 ext: 8365. Ms. Turner 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 also available online 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 Director, and many of our school happenings will be advertised through Instagram, Twitter, and Facebook. We encourage you 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.

SCHEDULE CHANGES

Schedule changes will be granted only under unusual circumstances, so course selections should be made carefully. Teachers are hired and the master schedule is designed to match the course selections students make. No schedule changes will be made after the first week of each semester unless approved by an administrator. Students who need schedule changes must complete a Schedule Change Request Form. These forms are available in the Counseling Office.

Schedule changes will be made for academic reasons only. Movement to another classroom due to personal preferences will only be allowed once in the four years they attend ATEMS.

If a schedule change is desired due to personal preferences or conflict, a parent conference with that teacher must occur prior to the movement to another classroom. It is important that good communication occur between the parent and the teacher to ensure this is the best decision for the child.

TEACHER CONFERENCES

Parent/teacher conferences can be scheduled by either contacting the teacher directly, or through communication with the Assistant Director (Brandon Randell), Instructional Coordinator (Cristtie Crim), Counselor (Carrie Atchison), or Director (Jay Ashby). 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 7:30am) or after school (at 3:50pm).

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.

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 Director or Assistant Director 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.

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.

the **LIFT** | Leadership & Innovation
in Future Technologies



COVID-19 Supplement 2021 – 2022

**COVID-19
Supplement to Campus Guide**

Face Coverings

Face Coverings The use of face coverings/masks that cover the nose and mouth is strongly recommended for all staff and students. Face coverings/masks protect not only the wearer, but also significantly reduce the risk of spreading COVID-19. While opinions vary, personal choice about mask wearing is always to be respected by staff, students, parents, and visitors.

Visitors

The LIFT Center limits visitors to those essential to school operations.

Visitors who are not allowed access to the campus at this time include parent volunteers, LRC support, church groups, FCA, Young Life, Big Brothers Big Sisters, Foster Grandparents, Young Audiences, and other visitors deemed non-essential.

Family members nor other visitors are not permitted to eat breakfast or lunch on campus with a student. Family members are also not able to enter the building at drop-off or pick-up.

To the greatest extent possible, meetings with teachers and administration are done by appointment or through a virtual format.

If an essential item needs to be dropped-off to a student, see the receptionist where there is a "no contact" system to get the item to the student. When waiting to speak with the receptionist, please maintain six feet of physical distancing from others in the vestibule.

Arrival

When arriving **before** 8:00am, students may enter the campus through the main front entrance located on the west side of the building or the bus loop entrance on the east side of the building. All students are to remain in the cafeteria to the start of the school day unless attending teacher-approved tutorials. Early drop-off at school is discouraged as it is best when students arrive at 8:00am to promote distancing.

Dismissal

The instructional school day ends at 3:45pm. Unless associated with a school sponsored activity, all students are to leave campus. Buses will be located on the east side of campus at the Bus Loop. Multiple exit points have been established to control the flow of students exiting the building. Parents are encouraged to pick up students immediately after school.

Transition

Students are to move directly from one class to the next without congregating in the hallway during passing period transitions. Staff is present in the hallways to support this effort. Students are encouraged to bring a water bottle as water fountains are unavailable. Students can refill them at several locations throughout the campus. Since students are transitioning, sanitization of desks and hands are done as students leave and enter a classroom.

Breakfast

All Student Nutrition staff are trained to practice health and hygiene regulations. Visitors are not allowed in the cafeteria during breakfast times. Parents are encouraged to make online payments to student meal accounts in order to reduce exchange of cash at the point of service. Eating and serving areas will be cleaned and sanitized as students transition.

Lunch

While in the cafeteria, students will spread out as much as possible in order to maximize physical distancing.

Microwaves are available for student use.

Serving and eating areas are cleaned and sanitized between use.

Sharing of food is not allowed. Multiple serving size bags of snacks/chips/candy are not sanitary and need to stay at home.

Visitors are not allowed in the cafeteria during lunch hours. Parents and/or guardians are not permitted to eat on campus with their child.

Dress Code

Previous dress code requirements continue. Backpacks are permitted. Be mindful of size as it is necessary to keep personal items out of aisles in the classroom. If a backpack is brought, please refrain from also bringing a small bag or purse. Those items can go in the backpack. Lunch boxes are allowed and are typically carried inside the backpack.

Face masks must be free of references to race, alcohol products, tobacco products, drugs, sex, vulgarity, profanity, death, suicide or violence, either explicitly or by innuendo.