

Apple Springs ISD

Where Character Counts!

**Student Handbook
2020-2021**



*Apple Springs ISD
A Student-Centered Family United to Build Tomorrow's Future*

Welcome to Apple Springs ISD *Where Character Counts!*

On behalf the faculty, staff and Board of Trustees, allow me to welcome you to the 2020-2021 school year. All of us at Apple Springs ISD consider it a privilege to serve your family. We believe we are an extended family with the mission to love and educate each and every child. Our goal is to prepare and guide all students in the journey to becoming the ultimate version of themselves. Our hearts are focused on helping our students become *Life Ready!*

The commitment of providing the highest quality 21st Century learning experience is one that never stops at Apple Springs ISD. Our goal is to equip our students with the latest technology in order to prepare them for success in a global economy. At the same time, we strive to provide students with best possible character development. We believe that by combining the two critical elements, our graduates will possess the skills necessary to become positive contributors to society.

Our school district is built on the principle of students first. They physical, emotional, spiritual and educational wellbeing of our students is always our priority. We work diligently to provide an environment of safety, learning, respect, excitement and fun.

As I said before, Apple Springs ISD is dedicated to making our students *Life Ready*. We believe this means helping our students become proficient in the following categories.

Character

Respect * Ethics * Honesty * Integrity

Communication

Written * Spoken * Electronic

Critical Thinking

Exploration * Synthesis * Analysis

This handbook is provided for your general information. Should you have questions regarding specific situations, please feel free to contact us. As evidence of your receipt of this handbook, **please sign the last page and return it to the school as soon as possible**. Welcome back and thank you for helping make Apple Springs ISD great!

Go Eagles!

Cody Moree

Cody Moree
Superintendent of Schools

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STUDENT CODE OF CONDUCT
SIGNATURE / RELEASE FORM

ACKNOWLEDGMENTS

Directory Information

Certain information about students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not wish for Apple Springs ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 11, 2020**.

Directory Information: School-Sponsored Purposes

For the following school- sponsored purposes: school website, student yearbook, newsletter, athletic programs, Apple Springs ISD has designated the following information as directory information: Student's name, address, telephone listing, photograph, honors and awards, grade level, dates of attendance, most recent school attended, participation in officially recognized activities, events and organizations, weight and height, if a member of an athletic team.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Directory Information: All Other Purposes

For all other purposes, Apple Springs ISD has designated the following information as directory information: Student's name, telephone listing and grade level.

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

Student Code of Conduct Acknowledgement

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the campus administrator.

APPLE SPRINGS ISD AT A GLANCE

Mission Statement

Based on the belief that school exists for the sole purpose of educating children, the mission of the Apple Springs Independent School District is to challenge all students academically, physically, socially and emotionally to achieve their greatest potential. Developing respect for self and others will enable students to effectively manage change and promote lifelong learning.

As Apple Springs ISD embarks into the 21st Century, technology and its applications will enable the facilitation of learning amid a caring and cooperative atmosphere. Apple Springs ISD will be responsible for accomplishing this mission in a safe, orderly environment provided by a competent, dedicated professional staff, in partnership with supportive parents and community.

APPLE SPRINGS ISD BOARD OF TRUSTEES

President	Amanda Roden
Vice President	Daniel Murray
Secretary	Audrey Young
Member	David Hildebrand
Member	Karla Hollins
Member	Robert Lankford
Member	Jenny Sanders

Board meetings are typically held on the second Monday of each month in the ASISD Board Room. Agendas are posted on the front door of Apple Springs High School, at the Apple Springs Post Office and on the ASISD website at www.asisd.com

APPLE SPRINGS ISD ADMINISTRATIVE TEAM

Superintendent	Cody Moree
Principal	Kevin Plotts
Counselor	Loretta Eddins
Nurse	April Davis
Business Manager	Chase Nielsen
Student Data Manager	Cheryl Hildebrand
Principal's Secretary	Brenda Brister

ASISD CONTACT INFORMATION

Apple Springs ISD
PO Box 125
Apple Springs, TX 75926
936-831-3344 (P)
936-831-2824 (F)
www.asisd.com

CAMPUS INFORMATION

Bell Schedules

ELEMENTARY (PK-6)

7:55 First Bell
8:00 Tardy Bell
11:00 PK Lunch
11:00 Kindergarten Lunch
11:10 First Grade Lunch
11:10 Second Grade Lunch
11:10 Third Grade Lunch
11:20 Fourth Grade Lunch
11:20 Fifth Grade Lunch
11:20 Sixth Grade Lunch
3:15 School Dismissed

SECONDARY (7-12)

7:35-7:55 Tutorials
8:00-8:50 First Period
8:55-9:45 Second Period
9:50-10:35 Third Period
10:40-11:25 Fourth Period
11:30-12:15 Fifth Period
12:15-12:45 Lunch
12:50-1:35 Sixth Period
1:40-2:25 Seventh Period
2:30-3:15 Eighth Period
3:15 School Dismissed

Campus Hours

In order to ensure proper supervision, we ask that students be dropped off for school no earlier than 7:25a.m. and be picked up after school no later than 3:30p.m. These hours may be extended for school related activities.

Apple Springs ISD prohibits students from practice, rehearsal, participation, performance and / or preparation in or for any and all officially sanctioned co-curricular and extra-curricular activities on Sundays. Apple Springs ISD personnel will not schedule any student events on Sundays. All ASISD facilities will be closed on Sundays.

Exceptions: (a) Apple Springs ISD students may participate in events scheduled on Sundays by state level agencies over which ASISD has no control, and failure to participate in such events would prove detrimental to our students and programs.

(b) Apple Springs ISD students may travel to and from activities on Sundays when absolutely necessary.

Visitors

We encourage parents, grandparents and other community members to visit our campuses at any time. Good communication between the school and its stakeholders facilitates excellence in learning. All campus visitors will be required to leave their driver's license or legal ID at the Principal's office and obtain a visitor's pass. This must be done before visiting any other part of the campus. At the conclusion of the visit, the pass will be exchanged for the personal ID.

ATTENDANCE

Regular school attendance is essential. Texas law states that a child who is at least six years of age (or who is younger than six but previously enrolled in first grade), and who has not reached the age of eighteen years, shall attend school.

A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. A student who does not meet this requirement cannot receive credit for the class unless the Attendance Review Committee finds that absences are the result of extenuating circumstances such as:

- Extracurricular activities or public performances subject to approval by the District's Board of Trustees.
- Required screening, diagnosis and treatment for students or a documented health care appointment.
- A temporary absence resulting from a cause deemed acceptable by the Principal including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by federal, state or local welfare authorities.
- A family emergency or unforeseen/unavoidable instance requiring immediate attention.
- Preapproved college visitation.

The Principal will monitor absences on a daily basis and contact parents as necessary. Written notice will be provided when a student is in danger of falling below the 90% requirement. The Attendance Review Committee will review the student's entire attendance record and the reasons for absences, determine if there are extenuating circumstances, and then determine if credit will be awarded. If the committee determines that credit will not be awarded, the parent or guardian may appeal the decision by filing a grievance to the Principal. Any student in grades 9-12 who falls below the 90% attendance requirement will be assigned to Clock Hour Class. A fee may be assessed to cover the cost of operating the Clock Hour Class. Failure to attend may result in the loss of credit.

A student absent from school more than one-half of the day, other than for a documented health care appointment or to attend a funeral, will not be allowed to participate in extra-curricular contests on that day or evening.

When an absence occurs, students must bring a note signed by the parent that describes the excusable reason for the absence. Failure to comply with this policy may cause the absence to be unexcused and result in disciplinary action. Student-signed notes, regardless of the student's age, are not acceptable.

The student should arrive early enough to obtain an admission slip before school begins from the Principal's office. Students arriving too late to obtain the slip and report for class on time will be counted tardy. The admit slip must be presented to each of the student's teachers.

A student away from class for any reason is responsible for all make-up assignments. Failure to complete and turn in such assignments within three days may result in a grade of “0” recorded for each missing assignment.

Any student falling below the 90% attendance standard, within a given nine weeks, will not be allowed to miss class time for extracurricular activities. (This does not pertain to activities held during non-school time.)

Release of Students from School

In order for a student to leave campus, at any time other than official dismissal, prior arrangements must be made between the student’s parent and the Principal/Designee. Parents must make personal contact with school officials. **For the safety of students, phone calls and text messages will not be honored for releasing students from school or for changing student bus/transportation assignments.** Any student who leaves campus without prior approval of the Principal/Designee will be given an unexcused absence and subject to disciplinary action.

Tardy Policy

HIGH SCHOOL: Three or more collective tardies within a given 9 week period will result in an office referral and other progressive disciplinary consequences.

ELEMENTARY: Students arriving after 8:00am will be counted tardy. Three or more tardies will require a parent conference with the Principal and potentially other disciplinary consequences.

Any student with three or more tardies will not be eligible for a perfect attendance award.

Emergency School Closing

In the event of bad weather or an emergency, the school may have to dismiss early, start late or be closed for a period of time. This information will be provided to students and parents as soon as possible. The information will be delivered through the ASISD mobile app, automated phone system, local radio, television stations, and the school website.

Athletics

The primary purpose of the Athletic Program at Apple Springs ISD is to provide students with an opportunity for life-long learning through competitive sports. We are committed to instilling the values of teamwork, discipline, sacrifice and believing in a cause greater than one's self. Athletics must serve as positive, complimentary component of the total educational process.

Participation in athletics is both a privilege and an honor. Student-athletes should serve as ambassadors of their respective teams, their school and community. Student-athletes are expected to maintain the highest standards of conduct.

ACADEMICS: ASISD student-athletes are students first. Academic standards and requirements take precedent over athletics. Students must continually satisfy all areas of academic eligibility established by the Texas Education Agency and the ASISD Board of Trustees to participate in athletics.

AFFILIATION: All athletic programs are governed by the University Interscholastic League (UIL) and are subject to its policies and procedures. No other organization, entity or individual will be recognized by the District. This includes, but is not limited to, outside leagues, club or select teams, recruiting organizations or individual patrons.

UIL sanctioned sports offered at Apple Springs ISD include:

- Cross-Country
- Cheer
- Football
- Volleyball
- Basketball
- Baseball
- Softball
- Track & Field

APPEARANCE: Student-athletes will adhere to the dress and grooming code adopted by the Board of Trustees for the District. Student-athletes will wear the uniform and other apparel and equipment issued by the Head Coach, *and*, in the manner as prescribed by the Head Coach. All students will dress as a team and not in such a way as to draw attention to self. Head Coaches may also require additional standards of dress and grooming for travel and game purposes.

ATTENDANCE: Student-athletes are expected to be in attendance and on time for all practices, contests and other sporting activities. If an absence is unavoidable, the athlete must make personal contact with the Head Coach prior to the absence for it to be considered excused. Excused absences may still result in make-up work and conditioning and a reduction in playing time at the discretion of the Head Coach.

All absences without prior notice to the Head Coach will be deemed unexcused and may result in:

- Make-up work and / or extra physical conditioning
- Reduction in playing time
- Parent conference
- Suspension or removal from the team or athletic department

ATTITUDE / CONDUCT: Athletic teams are often the most visible representation of the District. Therefore, student-athletes will be held to the highest standards of conduct. Student-athletes must adhere to all policies of student-conduct and consequences as adopted by the Board of Trustees and Student Code of Conduct.

Additionally, the following behaviors are strictly prohibited for all ASISD student-athletes:

- Unsportsmanlike Conduct
- Profanity
- Self-glorification
- Disrespect for coaches, officials, opponents, teammates, persons in positions of authority, integrity of the game(s) being played

Student-athletes engaging in prohibited activities may be subject to the following:

- Additional physical conditioning
- Reduction in playing time
- Parent conference
- Suspension or removal from the team or athletic department
- Other disciplinary action as deemed appropriate by the Athletic Director and Principal

1. **DRUG TESTING POLICY:** The Board of Trustees has adopted the following policy concerning drug testing of students in extracurricular organizations.

Purpose

1. To provide a monitored incentive for students to refrain from drug use.
2. To provide students and families with a means of intervention.

Who Will Be Tested

1. All students in grades 9-12 who participate in any school-sponsored extracurricular or co-curricular event or organization.
2. Any student wishing to drive a personal vehicle on campus.

Testing Method

1. All students will be initially tested at the beginning of each school year.
2. Approximately 10 students will be selected for spot testing on a quarterly basis.
3. Any student testing positive will automatically be included in all subsequent tests for the remainder of the year.

Parental Communication

1. Parents are notified of intent to test via the Student Handbook.
2. Policy is available on the district website.
3. Parent signature on the Acknowledgement of Receipt from the Student Handbook will serve as permission to test.

Assessment of Penalties

Initial Offense:

1. Student is suspended from all extracurricular contests for three weeks. The student may continue to practice.
2. Parent is notified by the Athletic Director.
3. Student will be tested on all subsequent administrations during the year.
4. Student may be reinstated for contest participation by providing an approved negative drug screen after the three week suspension.

All Subsequent Offenses:

1. Any student testing positive more than once in a single school year will be removed from all extracurricular activities and organizations for the remainder of that school year.
2. Parents will be notified, in writing, by the Athletic Director.

EQUIPMENT / FACILITIES: The District strives to be good stewards of our resources while at the same time providing our students with the safest equipment and uniforms. Students are responsible for taking pride in their equipment. Keep all items clean, neat and stored in the manner prescribed by the Head Coach. Parents must assume financial responsibility for any item that is lost, damaged or not returned in good condition.

FANS OF EAGLE ATHLETICS: Anyone attending ASISD sporting events should demonstrate good sportsmanship at all times. The UIL requires that fans show respect for all coaches, officials, players and others in attendance. Negative comments, profanity and criticism of young people have no place at interscholastic contests. Anyone not abiding by these standards may be asked to leave and may not be permitted to attend future events.

FINISHING A SPORT: Completing a task is one of the valuable life lessons taught in athletics. It is extremely important to make a commitment and see it through, regardless of the circumstances. If a student quits a sport prior to its completion, that student will not be allowed to practice or play another sport until the current season has ended. If the same student quits a second sport, he or she may be removed from the athletic program for the remainder of the year.

ILLNESS / INJURY: When a student-athlete is ill or injured, he or she is still expected to dress out, in the appropriate gear, and be in attendance at all practices and events. Students should be mentally engaged and supportive of teammates when not able to fully participate.

Coaches, not students, will make the determination regarding how much an athlete should play or practice. If an injury requires medical attention, parents are encouraged to consult with the Head Coach in conjunction seeing a health care provider. Often, coaches have contacts in the medical community who specialize in treating athletic injuries.

If an injury or illness prompts a non-participation order from a medical professional or a parent, a signed release by both the parent and health care provider must be sent to the Head Coach before the student will be allowed to return to normal activity.

INSURANCE: The District provides medical insurance to assist with the costs of athletic injuries. **It is imperative to remember that this policy is supplemental in nature only. The parent is still primarily responsible for all expenses.** The parent's personal insurance must be filed upon before the District policy goes into effect. Any medical expenses not covered by insurance will be the sole responsibility of the parent.

PARENT COMMUNICATION / CONFERENCES: Parents are encouraged to support their children's endeavors in interscholastic athletics. Positive communication between the athletic department and parents is vital to success.

Should you have an issue or concern about your child's participation, please schedule a conference with the Head Coach. Unless there is a medical emergency, please do NOT question or confront the coach immediately following a game. Each coach has a daily conference period and this is the best time to speak with them. If after conferencing with the Head Coach, you still have issues or concerns, you may contact the Athletic Director to schedule a meeting with all parties involved.

Some topics are simply inappropriate for conversation during a parent-coach conference. The following topics will not be discussed or debated:

- Talent, abilities, playing time or any other factor of another student.
- Strategies, offensives, defensives, particular plays utilized by the Head Coach.
- Any subject prohibited by the UIL, Texas Education Agency or act of law.

*****Notice: Extracurricular activities and events often prohibit many of the standard public health practices associated with standard academics. These events may require much closer human to human contact than other activities. While reasonable effort will be made to keep staff and students as safe as possible, participation in these events is voluntary, meaning that parents and students assume the risks associated with such participation.*****

Extracurricular Opportunities

Apple Springs ISD is proud to offer a variety of organizations in which our students may participate. These include:

- Christians in Action
- Future Farmers of America
- Literary Genre' Club
- Sonshine Gang
- UIL Academics

Students participating in any extracurricular organization, which has been or may be established by ASISD, will be subject to the policies and practices contained within the Student Handbook and the Student Code of Conduct. Sponsors may establish additional guidelines and requirements for their particular organization, with the approval of the Superintendent.

Fundraising

Clubs, organizations and classes may occasionally be permitted to conduct fundraising campaigns for approved school purposes. An application for permission must be made to the Principal at least 10 calendar days prior to the fundraising event. No organization, including outside groups such as booster clubs and parent groups, may conduct a fundraising activity without prior approval from the Principal.

GRADING POLICIES AND PROCEDURES

Grading Systems

ELEMENTARY (PK-6): A minimum of 12 grades per nine weeks will be taken in the major subject areas of reading, math, language arts, science and social studies. All grades will be weighted equally.

SECONDARY (7-12): Teachers will designate a minimum of 5 major grades and 9 daily grades per nine weeks. Major grades will count 60% and daily grades will count 40% of the final nine week average.

CONDUCT GRADES (All Levels): E=Excellent S=Satisfactory
N=Needs Improvement U=Unsatisfactory

Minimum Official Grades

ASISD policy requires that no grade lower than **65** shall be recorded on official transcripts and report cards.

Honor Roll

The “A” honor roll will consist of students with no grade below 90. The “A-B” honor roll will consist of students with no grade below 80.

Weighted Courses

The following courses are weighted by 10 additional points.

Algebra II	Anatomy / Physiology	Approved College Courses
Advanced Statistics	Calculus	Chemistry
Physics	Pre-Calculus	Spanish III

Concurrent College Program

Apple Springs High School is very proud to be a Concurrent College High School. This program allows our students to obtain viable college credit hours while still in high school. Students, classified as sophomores and above, may enroll as a concurrent student provided they meet the following eligibility requirements:

- 85 or above average as documented on the high school transcript
- Achieve the required score on an accepted college entrance exam
- Accrue no more than 3 absences per semester

Once admitted to the Concurrent College Program, students must adhere to the following procedures:

1. Designation of dual credit must be approved by the Counselor prior to enrolling in a college course.
2. The student is responsible for the admission to the college. All entrance requirements must be completed by the student to the satisfaction of the college.
3. The student is responsible for obtaining a copy of his or her high school transcript to send to the college.

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4. Students participating in the Concurrent College Program must be enrolled in at least four classes at Apple Springs High School, including the official attendance period.
5. Students may take only one college course during the first semester of concurrent enrollment. If the course is successfully completed, the student may take two college courses in subsequent semesters.
6. Students and their parents will be financially responsible for all tuition and fees for the initial concurrent course. Upon successful completion of that course, Apple Springs ISD will assume financial responsibility for subsequent concurrent courses.
7. Apple Springs ISD will provide college textbooks at the District's expense. Replacement fees will be charged for any book not returned on time and in good condition.
8. Successful completion of a concurrent course is defined as achieving a minimum grade of "C" for the final average of the course. Any grade lower than "C" will be deemed unsuccessful and prohibit the student from taking further concurrent courses.

Credit by Exam

WITH PRIOR INSTRUCTION: A student who has received prior instruction in a course, but failed that course with a grade no lower than 60, may be permitted to earn credit by passing an examination of the essential knowledge and skills as defined by the Texas Education Agency. To receive credit, a student must score at least 70 on the examination. In some cases, The Attendance Review Committee may require a student with excessive absences to demonstrate proficiency in a course by successfully completing an exam for credit. A student may not use credit by exam to regain eligibility for extracurricular activities.

WITHOUT PRIOR INSTRUCTION: A student will be permitted to take an examination to advance to higher grade level (elementary) or to earn a credit for an academic course (secondary) for which the student has no prior instruction. A student wishing to take an exam for acceleration must make a request to the Principal no later than 30 days prior to the scheduled testing date. Successful completion of such an exam is defined as demonstrating a mastery rate of at least 75%.

Semester Exams and Exemptions

Comprehensive exams will be administered at the conclusion of each semester at the secondary level. Semester exams will count 1/7th of the final semester grade.

Secondary level students may earn exemptions from semester exams, on a class by class basis, by adhering to the following formulas:

- 0 Absences, Maximum of 3 Tardies, 0 Discipline Referrals, 70 or Above Grade Average
- 1 Absence, Maximum of 3 Tardies, 0 Discipline Referrals, 80 or Above Grade Average
- 2 Absences, Maximum of 3 Tardies, 0 Discipline Referrals, 90 or Above Grade Average

Grade Classification

Students at Apple Springs High School will be classified according to earned credits as listed below.

0-7 Credits = Freshman

8-14 Credits = Sophomore

15-21 Credits = Junior

22-28 Credits = Senior

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Promotion / Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must obtain a grade of 70 or above on course-level or grade-level standards. A student who does not meet these minimum requirements may be retained in the same grade (elementary) or be required to repeat the course (secondary).

ELEMENTARY: To be promoted from one grade level to the next, a student must meet the following criteria.

- Earn a year end average of 70 or above in Language Arts
- Earn a year end average of 70 or above in Mathematics
- Earn a year end average of 70 or above in Reading
- Earn a combined year end average of 70 or above in core subjects
- Pass the required state assessments.

If one or more of the criteria listed above is not met, the student may be retained in his/her current grade.

JUNIOR HIGH: To be promoted from one grade level to the next, a student must obtain a combined average of 70 or above for the year for all courses taken. In addition, students must attain an average of 70 or above in at least three of the following subjects: Language Arts, Mathematics, Social Studies and Science. Students in eighth grade must pass required state assessments.

If one or more of the criteria listed above is not met, the student may be retained in his/her current grade.

Graduation Requirements

In order to receive a diploma from Apple Springs High School a student must successfully complete a minimum of 26 credits, be in compliance with all compulsory attendance requirements, graduation requirements of the Texas Education Agency, and pass all required state-mandated examinations.

Class Ranking

HIGH SCHOOL: Class ranking will be determined by averaging grades earned during high school (excluding PE, local credit courses, repeated courses, credit recovery and self-paced courses) by semester and through the end of the third nine weeks of the senior year.

NOTE: COLLEGE COURSES FOR GRADUATING SENIORS TAKEN IN THE SPRING SEMESTER OF THE SENIOR YEAR WILL NOT BE CALCULATED FOR CLASS RANKING PURPOSES.

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Valedictorian / Salutatorian

The Valedictorian is the highest ranking scholar in the graduating class. The Salutatorian is the second highest ranking scholar in the graduating class. Eligibility for both awards includes compliance with all state and local graduation requirements, attendance at Apple Springs High School for a minimum of two full years immediately prior to graduation and enrollment in a minimum of four academic subjects all four years of high school – one or more of which may be completed at an approved college or university while enrolled at Apple Springs High School.

JUNIOR HIGH: Students successfully completing the seventh and eighth grades with an overall grade point average of 90 or above will be recognized as Junior High Honor Students at the promotion ceremony. Grades will be averaged through the end of the eighth grade year.

Commencement Exercises

Apple Springs High School holds an annual commencement exercise as a celebration of graduation from high school. Commencement exercises are not a requirement of graduation.

Should a student commit an offense, prior to or at any point during the ceremony, that in the discretion of the Superintendent and Principal is of a serious nature, a poor reflection on the school and graduating class, or a potential disruption of the ceremony, the District may deny that student the opportunity to participate in commencement exercises.

Any student who is serving an in-school suspension, out-of-school suspension or a DAEP placement on the day of graduation exercises will not be allowed to participate in the commencement ceremony.

Students not participating in commencement exercises for any reason, will have their diploma delivered to them by mail.

Early Graduation

A parent is entitled to request that their child be allowed to graduate from high school earlier than would normally be expected, provided the child has successfully met all state and local requirements to obtain a high school diploma.

A student who graduates early may be allowed to participate in the commencement exercise most immediately following the time of early graduation. To do so the parent must make written request to the Principal no later than 60 calendar days prior to the scheduled commencement

exercise. Apple Springs ISD cannot guarantee that names and likenesses of early graduates will appear in announcements, programs, photographs and other items pertaining to commencement.

Homework

Each teacher determines homework assignments and due dates. The teacher may impose a grade reduction for assignments not turned in by the due date. If the assignment is not turned in within three days of the due date, a zero may be recorded.

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Report Cards and Progress Reports

Written reports of absences and student grades or performance in each class or subject are issued to parents following the conclusion of each nine week grading period. In addition, the District will issue progress reports following the third and sixth weeks of each nine week grading period.

HEALTH SERVICES

Nurse

Apple Springs ISD employs a school nurse who is on campus each Monday, Wednesday and Friday. Additionally the nurse is on call every class day. Any questions regarding medications, special instructions, physical limitations or any other issues pertaining to student health should be addressed to the nurse by calling 936-831-2241.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of

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the nose and throat, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

Communicable Diseases

When students are diagnosed by their health care provider with a communicable disease, the parent should notify the school nurse or principal. As a general guideline children should not be at the school with these symptoms: 1) fever at onset of an illness or high fever - over 101 F; 2) rash with fever; 3) vomiting or diarrhea – more than one episode in the past 24 hours; 4) feeling sick and not able to concentrate on school lessons; 5) a “pinkeye” that has discharge or weeping. It is important for parents to realize that the illness can be contagious and spread quickly through a classroom. It is important to keep sick children home. Parents should have a stay at home plan and make sure the school has working contact numbers if your child falls ill during the day.

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Immunization

Every student will be fully immunized against vaccine preventable diseases caused by infectious agents in accordance with the Texas Administrative Code 97.63. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief and active duty with the armed forces of the United States. Students in these categories must submit evidence for exclusion from compliance as specified in the Health Safety Code and Education Code.

Lice

Children with head lice will not be permitted to attend school until they have been treated and lice and nits have been removed from the hair. The child may return to school when: the hair has been treated with recommended shampoo/treatment; the hair is free of lice; and the child has been examined and cleared by the school nurse or by qualified personnel. The parent must accompany the child to the school office on the first day the child returns to school.

Medical Treatment at School

If a student needs medical treatment at school, the parent must contact the school nurse or the principal to make the necessary arrangements. Parents are required each year to complete the medical information form, including up to date information on the student’s doctor, emergency phone numbers, health problems, allergies and any special instructions regarding your child. The consent for the school to obtain emergency treatment for your child, if parents/guardians cannot be reached, is part of the medical information form. Having current information will be critical should an accident, injury, or illness occur. Immediately notify the school office of any changes to the medical information form.

Medicine at School

Prescription medicine that must be taken by a student at school requires a written request with proper instructions or the school’s medication permit filled out and signed by the parent/guardian. The medication must be in a pharmacy labeled bottle/package with the correct

name and dosage. Students should not have medication/inhalers in their possession or locker unless authorized by the nurse or principal. A student will be allowed an age appropriate dose of Acetaminophen (a Tylenol-like product) for minor aches, pains, or fever and an age appropriate dose of Diphenhydramine hydrochloride (a Benadryl-like product) for minor allergic reactions with the consent of parent/guardian on the medical information form.

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STUDENT CONDUCT

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students, faculty, staff and property. Attending all classes on time and always being prepared for each class are critical. The desire for ASISD is for all students to reflect a sense of pride in themselves, their performance and their school at all times.

As required by law, the District has established a Student Code of Conduct that outlines behavior standards, both on and off campus, and consequences for failure to abide by these standards. All students and parents should read the Student Code of Conduct section, located at the back of this Student Handbook. Parents must sign and return the accompanying acknowledgement form indicating receipt of this material.

Students engaging in disciplinary offenses may be subject to one or more of the following disciplinary actions.

- Conference with Principal
- Conference with parent, student and school officials
- After school or lunch detention
- Corporal punishment
- Removal from extracurricular participation
- Assignment of extra duties
- *In-school suspension
- *Out of school suspension
- *Assignment to a Disciplinary Alternative Educational Placement (DAEP)
- *Expulsion

*Students are prohibited from extra-curricular participation for the duration of the assignment.

Discretionary Assignment to DAEP

A student may be assigned to DAEP for serious or persistent misbehavior, subject to administrative discretion. Points will be assigned for discipline management techniques employed in an effort to correct misbehavior by a student. Points will accumulate throughout the course of school year. Any student accumulating 10 or more points within one school year may be assigned to DAEP. Points will be assigned as follows.

- ISS placement = 1 point per day
- Out of school suspension = 1 point per day
- Corporal punishment = 1 point per occurrence
- After school or lunch detention = 1 point for every 3 days served

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Mandatory Assignment to DAEP

State law requires that certain infractions result in an automatic DAEP assignment. Categories of such infractions can be found in the Student Code of Conduct section, located at the back of this handbook.

State and federal law prohibits possession, selling, giving, loaning or use of alcohol, drugs, tobacco, firearms or weapons on school property or at a school-related activity conducted on or off school property. Having a prohibited item in a privately owned vehicle on school property or at school-related event on or off school property is also a violation of law.

Bullying

The District prohibits bullying as defined by its policy. Retaliation against anyone involved in the complaint process of bullying is a violation of policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, either personally or via electronic means, or physical contact occurring on school property or at a school-sponsored or school-related activity or in a vehicle operated by the District.

To meet the definition of bullying, the behavior must:

- Be persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.
- Have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to his/her person or property

To obtain assistance and intervention, any student who genuinely believes she or he has experienced bullying or that another student is the victim of bullying, should immediately report the alleged acts to District personnel.

Dress Code

The District establishes a student dress and grooming code to promote proper hygiene, prevent disruption, minimize safety hazards and provide real-world learning experiences. Learning to dress appropriately for a variety of public settings is a vital aspect in the total educational process.

All students are expected to be neatly and properly groomed and dressed for class or a school-sponsored activity. The district prohibits any clothing, hairstyle, accessory or grooming technique that, in the discretion of the Principal/Designee, may be unreasonable, disruptive or inappropriate for the school setting. This includes, but is not limited to, pictures, emblems, printings or writings that are lewd, offensive, vulgar, divisive, obscene or that advertise, promote or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Board policy.

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The classroom teacher is responsible for enforcing the dress code within their class and should send any student not in compliance to the Principal / Designee.

Parents must keep the following regulations in mind when purchasing clothing and assisting students with dress and grooming for school and school activities.

Shorts are permitted for all students with the following regulations:

- Length must be reasonable and modest (no more than 6” above the ground when kneeling)
- Biking or form fitting shorts are not allowed
- Shorts with cuts or tears are not allowed
- All shorts must be hemmed

Skirts and dresses are permitted for female students with the following regulations:

- Length must be reasonable and modest (no more than 6” above the ground when kneeling)
- Students will be expected to sit appropriately when wearing this type of clothing

The following is not allowed:

- Immodest clothing (including, but not limited to, strapless dresses, spaghetti strap or tank tops, sheer or see-through material, mesh clothing, low-cut items, bare midriffs, cut-out sleeves, form-fitting clothing)
- Sunglasses without a written doctor’s order
- Bare feet – shoes must be worn at all times
- Baggy or sagging pants or shorts
- Overalls that are not fastened
- Hats or caps worn inside the buildings
- Body piercings such as at the eyebrow, tongue, nose, lip, etc., with the exception earrings for female students
- Any visible tattoo
- Bandanas, do-rags, handkerchiefs or other rags worn on or hanging from the body

- Pajamas or sleep-ware
- Shoes with wheels, metal spikes or metal cleats
- Clothing displaying alcohol, drugs, or sexually suggestive materials

Student hairstyles must conform to the following regulations:

- Students may **not** dye, color, cut, shave or style their hair in any manner that, in the discretion of the Principal/Designee, may create an educational distraction, a disruption to the school environment or pose a safety hazard. This includes but is not limited to:
 - Mohawks
 - Symbols or designs cut into the hair
 - Hair that obscures the eyes
- Male students may wear facial hair provided it is kept neat and trimmed.
- Extracurricular organizations may require more stringent dress and grooming requirements for membership or participation in the organization

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Students found to be in violation of the dress code will be expected to come into compliance as soon as possible and return to class immediately.

Students who become persistent dress code violators will be expected to come into compliance immediately and be subject to further disciplinary action.

Cell Phone Policy

SECONDARY: Students may use their cell phone during non-instructional periods, such as before and after school and lunch. Students may not use their cell phones during instructional periods unless told to do so by their teacher for educational purposes. Students may not use a cell phone in any way or at time that could reasonably be deemed inappropriate, illegal, or harmful.

ELEMENTARY: Students may possess a cell phone on campus but may not use it during the school day unless instructed to do so by their teacher for educational purposes. At all other times the phone is to be silent and out of view.

Failure to comply with any portion of the cell phone policy will result in the student's phone being confiscated. On the first offense, the phone will be kept in the Assistant Principal's office and returned to the student at the end of the school day. On all subsequent offenses, the phone must be retrieved in person by a parent.

Technology Resources

District resources have been invested in many forms of electronic technology to broaden instruction and prepare students for an increasingly computerized society. Use of these resources is restricted to school-sanctioned assignments and activities. Student access to the internet will require written permission from a parent.

Students may be issued a laptop, tablet, calculator or other type of computing device. Such items, regardless of their location remain the sole property of Apple Springs ISD. Students and their parents are responsible to care for such devices and return them to the school in the same

condition in which they were issued. Lost or damaged technology must be paid for by the student and parent at the current, fair market replacement price.

Students may not use school-issued devices for any purpose deemed inappropriate or unnecessary by the District. No programs, software or downloads may be installed without prior District approval. Failure to comply with this policy may result in the student's technology privileges being revoked and the parent assuming financial responsibility to have the device restored or replaced.

Students must use the District internet and Wi-Fi services in such a manner that would be reasonably deemed as educationally appropriate. Students must not use technology resources of the District to seek or view illicit content or websites, access social media forums or participate in any other electronic activity that would be in conflict with the mission and values of Apple Springs ISD. Failure to comply with this policy will result in termination of technology privileges and additional disciplinary consequences.

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STUDENT NUTRITION AND FOOD SERVICES

Apple Springs Independent School District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students.

It is both important and helpful to identify all students who may qualify for a free or reduced price meal plan. The District requests that all parents complete the application process. Applications may be obtained by contacting Mrs. Cheryl Hildebrand at 936-831-3344 or childebrand@asisd.com

ASISD is a closed campus. Students may not leave campus during lunch time and may not have food delivered to them by anyone other than their parent. Students may bring their lunch from home if they so desire. All food and drink is to be consumed in the cafeteria and not taken to other parts of the campus.

We invite you to come and have lunch with your child or grandchild. Please check in and obtain a visitor's pass from the Principal's office prior to going to the cafeteria.

Meal Prices for 2020-2021

Students (PK-12 th Grade)	Breakfast: \$2.25	Lunch: \$2.75
Adults	Breakfast: \$2.75	Lunch: \$3.75

Student charges are only permissible up to \$25.00. Once this amount is accumulated, no charges will be accepted until the balance is paid in full.

STUDENT RIGHTS AND RECORDS

Communication

Frequent, pro-active communication between the school and our parents is a vital ingredient for a successful educational experience. We invite parents to call, visit, and attend school functions as often as possible. Additionally, parents and grandparents are encouraged to participate in the following opportunities:

- Encourage children daily
- Read to your children on a regular basis and have them read to you
- Carefully review all items of information sent from the school such as this handbook, weekly folders, athletic schedules, student planners and letters from the District
- Become familiar with all of your child's school activities, both academic and extracurricular
- Call or write your child's teacher(s) concerning their progress
- Participate in campus parent organizations
- Become a school volunteer

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Teachers and other staff members will make every effort to maintain open communication with parents. As a parent, you can expect the following to occur.

- Personal contact from your child's teacher(s) every semester
- Progress reports
- Report cards
- Weekly planning folders for elementary students
- Information on the school website

Complaints by Students and Parents

Please feel free to contact the school to schedule a parent-teacher conference. Conferences are usually conducted during the teacher's planning period. If your concerns are not resolved, you may request a conference with a campus level administrator. If, after these two conferences, you still have concerns, you may call the district office at 936-831-3344 and request a meeting with the Superintendent.

Most matters are typically resolved through good communication between all parties and informal parent-teacher conferences. In the event that a student or parent feels a situation warrants a more serious and formal complaint, the District provides an opportunity to file an official grievance. Grievances consist of the original level and two levels of appeal, if necessary. Official forms must be used and can be obtained from the Superintendent's office. Complete details of the official grievance policy are available on the District website at www.asisd.com.

Counseling Services

Students and parents are encouraged to visit with the school counselor for a variety of services. The counselor assists students with course selections, graduation requirements, scholarship opportunities, testing requirements as well as offering personal counseling sessions. The counselor may also provide information on agencies and resources to students and parents.

Governmental Authorities

When law enforcement officers or lawful authorities wish to speak with a student at a school:

- The Principal will verify and record the identity of the individual requesting to visit with a student.
- Reasonable efforts will be made by the District to notify parents unless prohibited by the governmental agency from doing so.

The District is required by law to permit a student to be taken into legal custody for any of the following situations:

- To comply with an order of the juvenile or other presiding court
- To comply with a legal arrest
- By order of an officer of the law who issues probable cause that the student has engaged in delinquent conduct or that a student is in need of legal supervision

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- By a probation officer who issues probable cause that the student has violated a condition of legal probation
- To comply with a properly issued directive to take a student into custody
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, an officer of the law or juvenile probation officer, without a court order under the conditions established in the Family Code relating to a student's health or safety.

Before a student is delivered to an officer of the law or other legal representative, the District will verify the officer's identity and verify, as much as possible, the authority of the officer to take custody of a student. The Principal will notify the Superintendent and, when permitted to do so by law, will notify the parent. School personnel do not have the authority to prevent an officer of the law from taking a student into custody and, in most cases, are only allowed to contact parents after the child is in custody, if at all.

The District is required by law to notify all instructional and support personnel who have regular contact with a student who has been taken into custody by officers of the law for any reason.

Non-Discrimination

Apple Springs ISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing educational services, activities and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended by Title IX of the Educational Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973, as amended.

The following staff member has been designated to coordinate compliance with these requirements:

Loretta Eddins

Apple Springs ISD
PO Box 125
Apple Springs, TX 75926
936-831-3344, leddins@asisd.com

Prayer

Each student has the right to individually, voluntarily and silently pray or meditate during school or school activities in a manner that is not disruptive to the learning process. The District will not require or coerce a student to engage in or refrain from praying.

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PROTECTION OF STUDENT RIGHTS

No student will be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations;
- Mental and psychological concerns potentially embarrassing to the student or family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating, and demeaning behavior;
- Critical appraisals of other individuals with whom the student or student's family has close family relationships;
- Relationships privileged under law (i.e., lawyers, physicians, ministers);
- Income, except when the information will be used to determine the student's eligibility to participate in or receive financial assistance for a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review any tests that have been administered to his or her student.

Searches and Seizures

All items and locations within the District, including but not limited to lockers, athletic facilities, equipment bags, coats, jackets, containers, binders, electronic devices, food and drink, vehicles, and all personal items, become the jurisdiction of the District if items or locations are on school property or at school-sponsored events on or off school property. District administrators may search any such item or location at any time the administration has a reasonable belief that such items or locations may contain elements of potential harm or prohibition.

Searches by Trained Dogs

Canine searches may be employed in an attempt to locate alcohol, drugs, firearms, tobacco or other prohibited items. Searches will be unannounced. Students found to have prohibited items within their belongings and / or vehicles will be subject disciplinary action and possible arrest.

Student Elections

To be nominated for a student office or award, a student must meet the following requirements:

- Be a full time student at Apple Springs ISD and a member in good standing of the class or organization nominating the student
- Be passing all courses at the time of the election or award
- Be in compliance with the state-mandated 90% attendance requirement
- Have a positive discipline record with no out of school placements
- Be in compliance with the District extra-curricular drug policy

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Student Records

A student's school records are confidential and protected from unauthorized inspection or use. The counselor maintains a cumulative record for each student from the time the student enters the District until the student graduates or withdraws. A copy of this record moves with the student from district to district.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the order terminating those rights. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, he/she has the right to access and release his/her records.

(Special Education records are maintained on all students with disabilities who have been provided special education services by the District. After a period of time, established by law for retention of these records, the parent may request these records be destroyed. If, however, the retention period has not expired, the material will be deleted from school records but separate records will be maintained until the time has expired.)

Materials that are not considered educational records, such as teacher's personal notes on a student, records pertaining to former students, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain information about District students is considered directory information and may be released to anyone who follows correct procedures. Directory information includes: a student's name, address, telephone, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Parents objecting to the release of any or all

information, must fill out the form adjacent to the Parental Acknowledgement of receipt of this handbook and return it to the Principal.

Sexual Abuse / Harassment

The District encourages parental and student support in its efforts to address and prevent sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, the principal, or the counselor, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to do so.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and guidelines in the Student Code of Conduct.

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The District will notify the parents of all students involved in sexual harassment by students(s) when the allegations are substantial, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator. The parent or other advisor may accompany the student throughout the complaint process. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX Coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. The student or parent may also exercise the right to file an official grievance via the official grievance policy and procedures which can be found on the District website at www.asisd.com

Special Programs

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students,

and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the principal or counselor.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation.

The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

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If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Loretta Eddins at 831-3344.

Surveillance Cameras

In an effort to provide a safe learning environment, Apple Springs ISD has installed surveillance cameras in several locations throughout the campus. The cameras are used to monitor student behavior and provide recorded evidence of the campus at all times.

TRANSPORTATION

School Buses

Although the District is not required to do so, ASISD provides school bus services to students living two or more miles from campus. This service is provided at no cost to students. Bus routes and pick-up locations are established by the District. Information pertaining to bus services may be obtained by contacting the transportation director at 936-831-2241.

Students are expected to assist in ensuring that buses remain clean and safe. Parents are encouraged to remind students that riding the school bus is a privilege and not a right. Students will be expected to:

- Follow the driver's directions at all times
- Board and depart the bus in an orderly manner at the designated stop
- Keep feet, books, backpacks and other items out of the aisle
- Not deface or damage the bus in any way
- Keep head, hands, arms, legs inside the bus at all times
- Not hold or throw any objects outside the windows
- Refrain from use of tobacco or any other item normally prohibited at school
- Refrain from eating or drinking on the bus
- Wait for the driver's safe signal to cross in front of the bus
- Refrain from jumping, screaming or being excessively loud
- Remain seated when the bus is moving
- Provide a note signed by a parent in the event that the student will be dropped off at any place other than the typical designation. (Note must be in advance of event)

Noncompliance with bus regulations may result in the suspension of riding privileges as well as other disciplinary action. More information may be found in the Student Code of Conduct or by contacting the Transportation Director.

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Travel for School-Sponsored Activities

Students participating in school-sponsored trips are required to use transportation provided by the District to and from the event. Decisions to allow a student to ride home from an event with his or her parent will be at the discretion of the coach or sponsor of that event. Students will not be released to anyone other than the parent or guardian. Any exception must be approved by the Principal/Designee prior to the event.

Proper conduct is an absolute requirement of all students on school-sponsored trips. Students will be expected to be on their best behavior and comply with all directives issued by the coach or sponsor. Students will be held to the highest of behavior standards to insure both safety and the integrity of the District and its programs. Failure, on the part of the student, to maintain the highest of conduct standards for the entirety of the trip may result in:

- Termination of the trip and requirement of the parent to immediately retrieve the student, regardless of time or location
- Forfeiture of the privilege to attend future school-sponsored trips of any nature
- Removal from extra-curricular organizations
- In-school and/or out-of-school suspension
- Assignment to a DAEP center
- Other disciplinary actions as deemed appropriate by the District administration

Vehicles on Campus

All vehicles parked on school property are under the jurisdiction of the school district. Students will be issued parking permits which must be visibly displayed on the vehicle. Permit requirements include proof of a valid driver's license and liability insurance as well as

compliance with all provisions of the extracurricular drug testing program. Student parking privileges may be suspended or revoked at any time the Principal / Designee deem necessary and appropriate. Students are responsible for locking their vehicle and making sure the vehicle and its contents are secure. Students are not allowed to remain in nor go to their vehicle after arriving at school without consent from the Principal / Designee.