



Andrews Middle School

Student Handbook

2026 - 2027

FOREWORD

Vision Statement: At Andrews Middle School, we strive to educate every student and prepare them for success beyond AMS.

AMS Mission Statement: AMS is an inclusive, engaging and academically challenging campus that meets students where they are and assists all students as they grow to be both well-rounded and ready to succeed after they leave middle school. We strive to develop sound character that includes integrity, respectfulness, leadership, and responsibility in each student.

We are looking forward to an exciting and rewarding 2026 - 2027 school year. We wish for an enjoyable and successful school year for students, parents, and teachers.

If we can be of assistance, please feel free to contact Andrews Middle School.

Office hours: 7:45 a.m.- 4:15 p.m.

432-524-1940 or 432-523-3640 (extension 3421, 3425, or 3426)

Juan Carrion
Principal

Assistant Principals
Amanda Foster, 6th grade
Mariah Burnam, 7th grade
Laura Miller, 8th grade

Counselors
Kindra Smiley
Tiffany Tijerina

Office Staff
Leticia Bejarano, Principal's Secretary
Brenda Salinas, Assistant Principals' Secretary
Erika Baeza, Attendance Clerk
Adeline DeHoyos, Registrar

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Absences and Attendance

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption to their education. The student and parent should avoid unnecessary absences. Good attendance is required at Andrews Middle School, and each student will be held to the highest standard.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student’s final grade or course credit—are discussed below. State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.

If a student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area, he or she will be required to attend any assigned accelerated instruction program before or after school or during the summer.

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the healthcare provider;

For students in the conservatorship of the state,

- An activity required under a court-ordered service plan or
- Any other court-ordered activity provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Secondary Grade Levels

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district’s board has authorized this in AISD Policy FEA (LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.
- The district will allow a student in grades 6–12 to be absent for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from the school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may assess a penalty against the student's parents for violating the compulsory attendance law.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

The law requires the school to send notice to the parent when a student ages 6–18 incurs three or more unexcused absences within a four-week period.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parents,
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.
- The campus truancy prevention facilitators are AMS Administrators. Parents should contact the facilitator or any other campus administrator with any questions about student absences.
- A court of law may impose penalties against a parent if a school-aged student deliberately does not attend school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.
- If a student aged 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district will, in most circumstances, refer the student to truancy court. [See policies AISD Policy FEA and AISD Policy FED for more information.]

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan approved by the principal that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. [See AISD Policy FEC for more information.]

All absences, excused or unexcused, may be held against a student's attendance requirement. To

determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under Exemptions to Compulsory Attendance on page 4 will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- The attendance committee will consider absences incurred due to the student's participation in board approved extracurricular activities as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the student or the student's parents had any control over the absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and discuss ways to earn or regain credit or a final grade. The student or parent may appeal the committee's decision to the board by following AISD Policy FNG (LOCAL).

Documentation After an Absence

Call ins are considered unexcused absences. Doctor notes are required for absences dealing with illness or medical reasons; doctor notes will excuse the absence. Doctor notes are due upon return.

[See AISD Policy FEC (LOCAL) for more information.]

Assignments During Absence

All absences account for the 90 percent threshold regarding the state laws surrounding "Attendance for Credit or Final Grade" regardless if the absence is excused or unexcused.

Makeup Work for Absences

On all absences, the student will be allowed the number of days absent to complete all missing assignments; time allotted will not exceed the number of days absent. The student will be responsible for obtaining and completing the makeup work within the time allowed. The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including extracurricular activities, so that the teacher and student may plan any makeup work. If an absence exceeds two days' duration, the parent may call the attendance clerk to have assignments sent home while the student is still absent.

Advertisements and Announcements

Non-school sponsored activities may not be promoted at school. All promotional materials must have prior approval from the superintendent of schools and then the building principal.

Assemblies

The right of the speaker and fellow students to listen should always be respected. Students should find their seats as soon as possible and should be attentive to the program. Students will avoid whistling and making disturbing noises. Students may lose their privilege to attend assemblies by violating the above.

Backpacks and Binders

Students will be required to have a zippered binder or a backpack for daily use at school. The zippered binder may have a carrying handle or a shoulder strap. Parents should ensure that the student has all of the necessary school supplies needed for all classes each and every day of school.

Bell Schedules

Students may enter the building through the courtyard beginning at 7:30 A.M. Students may stay in the cafeteria or in the gym until the first bell rings at 8:15 A.M. Core teachers will offer tutorial times two mornings (7:45 - 8:15) and two afternoons (4:00-4:30) each week. The teachers will communicate tutorial times through Parent Square and/or a syllabus for the class.

Regular Bell Schedule	Noon Release Bell Schedule	2:30 Release Day
<u>6th Grade:</u> 1st Period- 8:20-9:12 2nd Period- 9:16-10:08 3rd Period- 10:12-11:04 4th Period (Mustang Academy)- 11:08-11:34 Lunch- 11:34-12:04 5th Period- 12:08-1:00 6th Period- 1:04-2:00 7th Period- 2:04-2:58 8th Period- 3:02-4:00 <u>7th Grade:</u> 1st Period- 8:20-9:08 2nd Period- 9:12-10:04 3rd Period- 10:08-11:00 Lunch- 11:00-11:30 4th Period- 11:34-12:32 5th Period- 12:36-1:30 6th Period- 1:34-2:26 7th Period (Mustang Academy)- 2:30-3:04 8th Period- 3:08-4:00 <u>8th Grade:</u> 1st Period- 8:20-9:08 2nd Period- 9:12-10:04 3rd Period- 10:08-11:00 4th Period- 11:04-11:58	<u>6th grade:</u> 1st period: 8:20-8:43 (23) 2nd period: 8:47-9:10 (23) 3rd period: 9:14-9:37 (23) 5th period: 9:41-10:04 (23) Lunch: 10:04-10:34 (30) 6th period: 10:38-11:04 (26) 7th period: 11:08-11:32 (24) 8th period: 11:36-12:00 (24) (no 4th period Mustang Academy) <u>7th grade:</u> 1st period: 8:20-8:47 (27) 2nd period: 8:51-9:15 (24) 3rd period: 9:19-9:43 (24) 4th period: 9:47-10:10 (23) 5th period: 10:14-10:37 (23) Lunch: 10:37-11:07 (30) 6th period: 11:11-11:35 (24) 8th period: 11:39-12:00 (21) (no 7th period Mustang Academy) <u>8th grade:</u> 1st period: 8:20-8:47 (27) 2nd period: 8:51-9:15 (24) 3rd period: 9:19-9:43 (24) 4th period: 9:47-10:10 (23) 5th period: 10:14-10:37 (23)	<u>6th grade:</u> Everything normal until the end of 5th period 12:08-12:56 5th period 1:00-1:26 6th period 1:30-1:56 7th period 2:00-2:30 8th period <u>7th/8th grade:</u> Everything normal until the end of 5th period 1:34-2:00 6th period 2:04-2:30 8th period

5th Period Transition- 12:02-12:06 Lunch- 12:06-12:36 5th Period- 12:40-1:30 6th Period- 1:34-2:26 7th Period (MA)- 2:30-3:04 8th Period- 3:08-4:00	6th period: 10:41-11:03 (22) 8th period: 11:07-11:30 (23) Lunch: 11:30-12:00 (30) (no 7th period Mustang Academy)	
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Special schedules might sometimes be needed for other early release days or late-start days. Those schedules will be published on the school's website and communicated via Parent Square.

Bicycles

Bicycles are the sole responsibility of the student. Areas are provided to park the bicycles; however, it is the student's responsibility to secure them. Students are not to ride bicycles around the school grounds after school; this is a safety precaution.

Breakfast

Breakfast will be served from 7:30 a.m. to 8:15 a.m. each morning. Students breakfast priced is \$2.00 for students and \$2.75 for staff and visitors. Reduced price breakfast is \$0.00. All meals may be purchased daily or by depositing money into the student's account thru family.titank12.com. Please see the cafeteria manager if you have questions. Free and reduced prices are available based on financial need. An application form is available for the parent/guardian to fill out requesting free or reduced meals for the student. The district will then determine the eligibility of the applicant based on state regulations. Applications may be picked up at the school and must be returned to the Food Service Office located at 210 NW Avenue G. If you have any questions please contact Dalia Alonso, Director of Food Services at 523-3640 Ext. 1811.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Bullying

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

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- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey about school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact the Principal.

If a student believes that they have experienced bullying or witnessed the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by completing the "Andrews ISD Bullying Report Form, found on the AISD Webpage under "Students".

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The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See Safety Transfers/Assignments.]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as Appendix B.

A student or parent dissatisfied with an investigation's outcome may appeal through policy FNG(LOCAL).

[See Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

Cameras, Cell Phones, Music Players, iPods, Pagers, Electronic Games, and Other Portable Electronic or Media Devices

All personal communication devices are prohibited. Students must keep devices turned off and in their backpack from 7:45-4:00, while on AMS campus. For further information, refer to AISD Student Code of Conduct.

Change of Address

Parents are required to keep the school informed of current address and telephone numbers and any other information that may be required by the school.

Communicable Diseases/Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Bacterial Meningitis

State law 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 our noses and throats, 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 Texas Department of Health office to ask about the 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 Texas Department of Health, <http://www.tdh.state.tx.us/>.

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Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision for approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary actions.

Conferences with AMS Staff

Conferences may be set up during a set-time allotted to that particular member of our staff by calling the Middle School office at 432-523-3640 (extension 3421 or 3426) or 432-524-1940.

Conflicts in Activities

When the possibility of conflict in a schedule of activities arises for a student or students, it is the responsibility of the sponsors of the activities to arrive at a cooperative agreement without involving the student. District, Regional, and State events of the University Interscholastic League will usually take precedence. If the sponsors cannot reach an agreement, the student will make his/her choice known to the principal without penalty.

Corporal Punishment

Corporal punishment is permitted in the Andrews Public Schools. Corporal punishment will not be administered in anger and will be administered in the presence of a witness. The witness will be the principal, the assistant principal, or a certified school employee. If a parent prefers that corporal punishment not be used, then other forms of punishment will be administered and the parent must provide a written statement to the assistant principal requesting that their child be excused from corporal punishment.

Course of Study and Classification

Basic Course Requirements		
6th Grade Schedule	7th Grade Schedule	8th Grade Schedule
Math	Math	Math
English Language Arts Reading	English Language Arts Reading	English Language Arts Reading
Science	Science	Science
Social Studies	Social Studies	Social Studies
P.E./Pre-Athletics elective	Athletics or P.E. elective	Athletics or P.E. elective
Band, Art, Theater or Choir	Band, Art, Theater, Choir	Band, Art, Theater, Choir
Leadworthy/Technology Applications or Spanish	Journalism, Health/Career Pathways, Student Council, or Spanish	Journalism, Student Council, Woodshop, Outdoor Ed, Robotics, Library Aide, or Spanish

Credit by Examination (CBE) for Advancement/Acceleration - if a student has not taken the course/subject

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Below are the four testing windows available:

- 1) January 1 and March 31
- 2) April 1 and June 30
- 3) July 1 and September 30
- 4) October 1 and December 31

A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

Students in Grades 6–12

A student in grade 6 or above is eligible to earn course credit with;

- A passing score of at least 80 on an examination approved by the board;
- A passing score of at least 80 on an examination from an accredited institution such as TTU K-12;
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course. To register, refer to the campus counselor.

Custody

In cases where a child does not live with his parents, the school is to be informed of the legal custodian and must be notified of any changes during the school year.

Deliveries (Gifts, Lunches, Personal Property, etc.)

Important messages from parents or other items to students will be delivered as quickly as circumstances allow. On those occasions when students receive flowers or gifts, they will be sent a message informing them to pick up the item in the office AFTER the end of the school day. All deliveries require a **valid US government issued identification.** and the deliverer must be in Skyward on the student's account.

Parents may not deliver items or food for any other student who is not their own unless they are listed on the other student's Skyward account.

Detention

Students who violate rules and regulations of the school can be held after school as a discipline management technique or required to attend lunch detention. **Parent notification is the responsibility of the student.** The student will be given the opportunity to notify the parent before the detention is served. Lunch detention will be held during the student's regular lunch time, while after school detention will begin at **4:00** and end at **4:45**. The student may be assigned time in In School Suspension for missed detention and tutorials.

Disaster Plan (Drills-Fire, Tornado, other Emergencies)

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Disciplinary Alternative Education Program (DAEP)

See Suspensions.

Discipline

Discipline in Middle School may consist of parent conferences, detention, corporal punishment (paddling), counseling, loss of privileges, suspension from school, In-School Suspension (ISS), and/or Disciplinary Alternative Education Program (DAEP). Please refer to the Student Code of Conduct for detailed information.

Disorderly Conduct in a Public Place

Under Texas State Penal Code: Title 9: Chapter 42: Section 42.01, students can be ticketed and prosecuted if they participate in any of the activities listed below, including but not limited to:

- Using abusive or indecent language
- Making an offensive gesture or display
- Creating, by chemical means, a noxious and unreasonable odor
- Threatening or abusing a person
- Making unreasonable noises
- Fighting

At the Middle School, we will not tolerate any violations of this section of the Penal Code. In most instances we will notify the proper judicial authorities to deal with students who violate this code.

Dress Code

Andrews Middle School, as all other educational institutions, is charged with the responsibility of maintaining an atmosphere conducive to learning. Meeting this responsibility entails providing not only a secure educational environment but also standards of acceptable behavior and appearance among students. Experience shows that student success depends in part on how the student perceives himself/herself and how others perceive him/her. In this sense, defined standards of appearance assist the student in constructing a positive self-image and impression upon others.

It is not the intention of these regulations to take away the prerogatives of parents in determining appropriate dress and grooming for their children in accordance with their age and grade. Of paramount importance in the design of this code was concern for the health and safety of the students and to preserve the educational environment from

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distractions or disruptions.

The principal/assistant principal shall have the authority to appraise any current fashion or fad and determine whether it is appropriate for school wear. The school shall have the right to ask students to change their attire if it is of such a nature that it provokes unfavorable comment, or if it leads school officials to believe such dress and grooming will disrupt, interfere with, or detract from school activities.

It shall be the responsibility of each campus administrator to ensure that these standards are strictly and consistently enforced without regard to sex, race, color, creed, or national origin.

DRESS CODE FOR STUDENT

- a) The hair shall be clean, well-groomed, and not covering the eyes. Unusual hairstyles that distract from the educational setting will not be tolerated. Examples of extremes not allowed are: geometric or unusual patterns shaved or cut into hair or eyebrows; Mohawks and unnatural and/or unusual color variations in the hair. Hair color must be black, blonde, brown or a natural red. Hair may not be longer than the top of the shoulder blades for boys. Girls may not wear their hair past the waist. If hair is longer than allowed, it must be worn up (i.e., ponytail or bun). Unacceptable hairstyles are not limited to the examples given. Length compliance is determined by campus administration. Students should not have ornamentation in their hair.
- b) Beards are not acceptable. If a mustache is worn, it shall have a neat, well-groomed appearance. Sideburns shall be kept neatly trimmed so as not to extend below the bottom of the ear or to form a beard.
- c) Boys are not permitted to wear earrings or studs. For all students, no other visible piercing or ornamentation of any skin or body part shall be allowed. This includes clear inserts in pierced areas and tongue rings. All tattoos must be covered. No tattoos of the skin shall be allowed; in the event of a tattoo, all students must keep tattoos covered at all times, including during extracurricular activities and athletic events.
- d) No type of head covering, hoodie, hat, cap, or bandana may be worn inside the building except as may be allowed for approved school activities.
- e) Footwear shall be a part of regular attire. Shoes with hidden wheels, swimwear type flip flops, bathroom or house shoe type of footwear is not acceptable for the safety of the students
- f) Shorts are acceptable with the exception of those made of lycra or spandex. When measured with the student standing, the outer garment shall be no higher than four inches above the top of the kneecap. No undergarments should be exposed. School issued athletic shorts are not acceptable during normal school hours with the exception of the athletic period.
- g) No leggings, jeggings, tights, or yoga-type pants are allowed unless worn with an outer garment no shorter than 6 inches over the knee all the way around.
- h) Pajamas are not considered school appropriate attire and cannot be worn.
- i) Clothing shall not permit excessive exposure of the body in front, back or side view. Garments shall not be backless or excessively tight, nor permit exposure of cleavage.
- j) Top and bottom garments must not separate to expose the student's skin when performing normal school activities (sitting, bending, stretching, reaching, etc).
- k) Skirt lengths shall be no higher than four inches above the top of the kneecap measured with student standing and shall preclude exposure of undergarments or top of hosiery when performing normal school activities. Slits in skirts of any length shall reach no higher than four inches above the top of the kneecap.
- l) Clothing shall not permit excessive exposure of the body in front, back or side view. Garments shall not be backless, excessively tight, nor shall they permit exposure of cleavage. Appropriate undergarments shall be worn at all times.
- m) Any type of shirt or blouse for females must be designed so that the neckline does not reveal cleavage or excessive chest area and shall cover all undergarments. The neck opening of any type of shirt or blouse must not exceed the equivalent of the second button below the collar button of a dress shirt.
- n) Basketball jerseys, underwear type tank tops, muscle shirts or spaghetti straps shall not be worn as a single blouse or shirt.

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- o) Garments must not be extremely full or baggy in appearance. Trench coats and large overcoats are not allowed at any time.
- p) Holes in garment/pants are not permitted if they are 4 inches above the top of the knee or higher. Worn areas in jeans will be deemed holes if skin is visible through the clothing.
- q) All clothing must be size appropriate and worn in the manner for which it is designed. Decoration, ornamentations or advertisements that are vulgar, indecent, suggestive, macabre or gang-related shall not be worn. Anything which promotes the use of drugs, alcohol, or tobacco is not acceptable. All pants and shorts must be worn at the student's hips. Sagging will not be permitted and all undergarments must be covered.
- r) Wearing either identified gang apparel or wearing clothing in a gang-style, as identified by law enforcement agencies, is prohibited. This includes but is not limited to sagging, notched eyebrows, and extra-long belts that hang down.
- s) Sunglasses shall not be worn inside school buildings except as may be allowed for approved school activities.
- t) Blankets are not permitted to be worn in the building.
- u) No mouth/tooth jewelry or embellishments are allowed.
- v) Male students are prohibited from wearing make-up, including but not limited to: lipstick, eyeliner, eye shadow, blush and/or foundation. It is also a violation of the Dress Code for male students to wear nail treatments of any kind, such as: faux fingernails, fingernail embellishments, or fingernail polish or paint. Female students' fingernails should be of a natural shape and length for hygiene and safety purposes, and not configured so that they are a distraction to the educational process.

Any form of dress or grooming as determined by administration that attracts undue attention, disrupts school or detracts from the learning process is not acceptable.

Exceptions from these rules may be made only by the principal or superintendent, upon certification from a medical doctor and if deemed necessary, certifying that the student has a physical deformity, abnormality or handicapping condition and that compliance with the rules will be detrimental to the physical or emotional health of the student.

With the approval of the principal and the sponsor, coach or other person in charge of extracurricular activity, the dress and grooming of students who participate in those activities may be regulated.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned disciplinary action in accordance with the Student Code of Conduct. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Students who violate the dress and grooming standards of the campus shall be subject to the disciplinary action outlined below:

Dress Code Violation Consequences:

Students will be required to change into school-issued sweats and/or t-shirts unless they have a suitable change of clothing with them or the parents can bring a change of clothing without the student missing class time to change.

- FIRST – Verbal Warning
- SECOND – One day after-school detention
- THIRD – 2 days after-school detention
- FOURTH – 1 day ISS
- FIFTH – overnight suspension and required parent conference. The administrators might set up a behavior contract, and continued refusal to follow the dress code will be considered insubordination.

Drug Dog

At the discretion of the school superintendent and building principal, drug dogs may be used on an unannounced basis.

Electives

Middle School offers the 6th graders a choice of Art, Band, Theater, Genius Hour (Honors students only), or Choir as their fine-art elective choices. Sixth graders will also have PE elective choices and take Leadworthy/Technology Applications. 6th grade students who were part of the dual language program may take Spanish.

Middle School offers the 7th graders a variety of elective choices. They may choose from Art, Band, Choir (Show Choir - must audition), Theater, Spanish (No CBE option), PE/Athletics, Health, Career Pathways, Genius Hour (Honors students only), or Journalism.

Middle School offers the 8th graders the choice of Art, Band, Choir (Show Choir - must audition), Theater, PE/Athletics, Outdoor Education, Wood Shop, Robotics, Genius Hour (Honors students only), Journalism, or Library aide courses. 8th grade students may also take Spanish with the option to take a CBE for Spanish I credit. 8th grade students who participated in dual language in elementary or if they enrolled as an EB student in middle school, may take Spanish Language Arts & Reading (SLAR). SLAR students may take a CBE to obtain Spanish II credit.

Family Services

Michelle Acosta is the Family Services Coordinator. This service offers assistance to students or families. Call the school switchboard at 432-523-3640, and ask to be transferred to Mrs. Acosta.

Fighting

AMS HAS A ZERO TOLERANCE POLICY TOWARDS FIGHTING. All agencies of our society deplore fighting as a way to settle arguments or differences of opinion between people. Hitting another person violates one of the most fundamental principles of good human relations and will not be tolerated. Students who fight may be removed from school pending a hearing. Students who "incite" or encourage fights will also be disciplined.

- Note - See DISORDERLY CONDUCT IN A PUBLIC PLACE – Page 10
- Any student who is involved in a fight may be placed in ISS or DAEP. He/she may also face out of school suspension.

Free/Reduced Meals

An application form is available for the parent/guardian to fill out, requesting free or reduced meals for the student. The district will then determine the eligibility of the applicant. See **Dalia Alonso**, Director of Food Services. The Food Services office is located at **210 NW Avenue G**. The phone number is **432-524-1983 or 432-523-3640, ext. 1811**.

Gang-Free Zones

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest offense category if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

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Gifted and Talented Program

The Andrews Gifted and Talented program is a flexible system which assures an array of learning opportunities for gifted/talented students in kindergarten through grade 12. An emphasis is placed on content in the four core academic areas throughout the district. Each campus will provide strategies for students to acquire the knowledge and skills needed in order to develop meaningful products appropriate to their abilities. Genius Hour & Honors Courses are components of the GT program at Andrews Middle School.

The district serves approximately 6 percent of the total enrollment at each grade level in the Gifted and Talented program. A student must be nominated for placement by a parent or teacher. The nomination process is ongoing; however, a district screening timeline is listed below.

September – October: Students in Grade 1

December – February: Students in Kindergarten (G.T services begin in March)

April – May: Students in Grades 1 – 12

If you feel your child might meet the qualifications for placement in this program, please contact your campus principal for additional information.

Andrews ISD invites community and family participation in this valuable program. Parents are encouraged to review all aspects of the Gifted and Talented program, including student identification processes, instructional projects and curriculum. Further information on the G/T program is available at each campus.

Grades Online

You are able to access your child's grades online from any computer. You will receive a Skyward access login and password when you register your child. Be sure to keep that information in a secure place. If you have questions about Skyward access for grades, contact the AMS registrar's office at 432-524-1941 for instructions.

Grading and Reporting System

Student progress is reported to parents at least six times each year. Report cards are posted in Skyward following the close of each six week period and the last day of school. It is our goal to be consistent and realistic in our grading so that the parents can furnish proper support at home for the student. Parents are encouraged to be informed about the progress being made by their child and to contact the teacher when they have questions or concerns.

Students in grade 1-12 shall receive numerical grades, on a scale of 0-100, in all subjects. Any grade below 70 will be considered as failing. Students who fail a core academic class will be required to attend tutorials for that teacher.

At the end of the first three weeks of each grading period, the school will post a progress report in Skyward. Teachers will notify the parent or guardian of a student whose grade average in their core class is lower than 70 or whose grade average, in the opinion of the teacher, places the student in danger of failing. The practice at AMS is to **require** a student to complete at least one tutorial session per week for each core subject he/she is failing so that the grade can be brought up by the six-weeks report card.

Grading in honors classes will be weighted and adjusted using the following scale:

Honors

100 – 6.0
99 – 5.9
98 – 5.8
97 – 5.7
96 – 5.6
95 – 5.5

Regular

100 – 5.0
99 – 4.9
98 – 4.8
97 – 4.7
96 – 4.6
95 – 4.5

94 – 5.4
93 – 5.3
92 – 5.2
91 – 5.1
90 – 5.0
80 – 4.0
70 – 3.0
60 – 2.0

94 – 4.4
93 – 4.3
92 – 4.2
91 – 4.1
90 – 4.0
80 – 3.0
70 – 2.0

Grading Guidelines for AMS 2026-2027

To provide a level of clarity and consistency, the following guidelines were developed with input and feedback from our Department Chairs and campus administration. These guidelines will be reviewed on an annual basis. Upon the development of district-wide grading guidelines, appropriate revisions to these guidelines may occur.

AMS Grading Guidelines, in accordance with legal and local grading policies, are as follows:

1. The purpose of the report card grades is to communicate the student's level of mastery of the designated TEKS-based instructional objectives.
2. All grades recorded in the gradebook will reflect a student's relative mastery of an assignment that is directly related to one or more TEKS-based instructional objectives.
3. Students will have a minimum of 10 grades in each core academic course for each six weeks and these grades should be evenly distributed throughout the grading period. Core classes need to have a minimum of two grades a week inputted into the gradebook.
4. No single assignment shall count more than 25% of the reported grade in a course for a grading period.
5. Students are allowed at least three school days within the same six weeks to turn in late work. Penalties for late work will be 10 points off per day, up to three school days. After the third day, the highest grade a student can make is a 70. Teachers may give students a longer time frame to turn in missing work if they choose as long as it is during the same six weeks and the grade can be no higher than a 70.
6. There will be no penalty on assignments due to unexcused absence.
7. If a student fails a class assignment or examination, reteaching followed by an opportunity to demonstrate mastery of the specific TEKS objectives will occur. Students will be allowed to retake or redo an assignment or test within two school days of receiving the original grade. (More time can be given at the teacher's discretion.) The student must come in before school, after school, or during an alternate time acceptable to the teacher and student to complete the retake or redo opportunity. The grade for the second opportunity can be no higher than a 70 and will replace the initial grade. If the retake grade is less than the original grade, then the second attempt grade will not be recorded. Reteaching and redo opportunities should occur within the same six-week period. The exception to this rule will be if a student is guilty of cheating, then the re-do opportunity is at the discretion of the teacher.
8. In order to provide students and parents with timely feedback, grades are entered into the online gradebook within five calendar days of the assignment due date. Exceptions must be approved by the campus principal.

Holidays

Student and teacher holidays are listed on the school calendar. Please see www.andrews.esc18.net.

Honor Roll

At the end of each six weeks, students with a grade point average of 90 or above in all eight classes are eligible for the A honor roll.

Honors Courses

The Andrews Independent School District's secondary schools maintain a comprehensive honors program to make it possible for academically talented and high achieving students to increase the challenge of their studies.

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Andrews ISD is dedicated to helping students achieve and excel in their academic endeavors. AISD secondary teachers in the honors programs are committed to preparing students to achieve academic excellence that will ensure superior preparation for college coursework. AISD believes that proper preparation in middle school Honors programs will enable students to excel in high school AP/dual credit programs; thus, an honors level course is more rigorous than a regular course, covering curriculum at a faster pace and in greater depth while incorporating more complex analysis. An AP class is a college level course in high school that culminates with a national exam, which can earn college credit for the student.

Honors Criteria for Admissions and Continuation

For all incoming 6th through 8th grade students

Entrance into an AMS's Honors class in 6th grade will be dependent on how the student performs on the 5th grade's assessment measures (RenStar or STAAR) outlined below. Once a student has qualified for an Honors class at AMS, then they qualify to take that subject's Honors class for the entire time at AMS (6th – 8th grades only). There will not be a need to "re-qualify" from year to year while at AMS once enrolled in an honors class at AMS for a particular subject area.

To Qualify for Honors in Middle School the student must:

1. Be GT in the subject area
or
2. Have been in Honors any year before
or
3. Scored Masters on STAAR any year from 5th grade on
or
4. Scored Masters in RenStar Reading
or
5. Scored 75% or better in RenStar Math

6th Grade offers Honors classes in Math and Reading only.

7th and 8th Grades offer Honors classes in Math, Reading, Social Studies and Science.

When a student taking Honors courses in a previous school district enrolls in AISD, the student shall be enrolled in the appropriate Honor course(s) in AISD.

Silver Seal of Biliteracy

8th Grade:

Eighth grade students will be celebrated for their continued work towards becoming bilingual and biliterate. They will be recognized for demonstrating mastery of core language skills and critical thinking in both languages.

Criteria to Receive the Silver Seal of Biliteracy

- Complete English Language Arts with a final grade of 80 or above, and have achieved one of the following:
 - Participated in Dual Language and achieved Spanish I & Spanish II credit through CBE,
or
 - Participated in Dual Language and received Spanish I and Spanish II credit through participation in the Advanced Spanish Language Arts course, or

- Enrolled in middle school as an EB student and participated in Honors Spanish Language Arts courses with a final grade of 80 or above and achieved Spanish I & Spanish II credit.

Illness and Injuries

In case of illness or injury while at school, students **MUST CONTACT THE SCHOOL NURSE** first. If the student needs to leave school due to illness or injury, the school nurse will notify the parent or person listed on the health and emergency form. Prior to leaving, the student and/or the school nurse **MUST** notify the attendance office. The parent or guardian will need to come into the office and sign the student out of school prior to leaving campus.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, pertussis, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, meningococcal, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

If students do not adhere to the regulations listed above, he/she will not be allowed to attend school until they have met all requirements.

Insurance

All Middle School students shall have accident insurance coverage provided by the school district at no cost to the student. The coverage is exactly the same schedule of benefits that is provided to the athletic and UIL participants. The policy provided by the district is secondary coverage for students who are covered by a family policy but shall be primary coverage for students who have no other insurance coverage. Students are covered while at school; while attending any curricular, co-curricular or other school function as a participant under school sponsorship and supervision; and while being transported by approved district transportation. The district shall in no way be responsible for payment for treatment of injuries in those instances when the district-provided policy does not pay the total costs.

Internet Access

AMS students and their parent(s)/guardian(s) must sign the Acceptable Use Policy (AUP) form. This form will be kept on file. Until the form is signed and in our files, students will be denied access to computers on campus.

Knives

No knives of any type will be allowed on campus or at any school activity. A student may be placed in DAEP when a knife is found in the student's possession.

Leaving Campus

Students are allowed to leave campus with an authorized person for legitimate purposes. The student and authorized person must check out through the attendance office. **The authorized person must show a valid US government issued identification and be on the student's Skyward account.**

To be excused for out of town trips that extend beyond one school day, PRIOR ARRANGEMENTS need to be made with the assistant principal or principal.

Library

The library is open from 7:50 a.m. until 4:15 p.m. each school day. Library books, as a rule, are checked out for a period of two weeks. Magazines are to be used in the library only, unless the teacher sends a written request for students to take them to the classroom. Students are responsible for all library materials they check out and must return all materials by the date designated or a fine will be assessed. Students are **NOT** to check out books for other students.

Lockers

No academic lockers will be issued to students. Athletic and Physical Education lockers will be issued to students who participate in those activities. Lockers are the property of the school and are subject to search and seizure at any time if there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

Loitering - (On school property without permission)

NO LOITERING is permitted on school grounds after 4:15 p.m. No Trespassing signs will be posted and enforced by city police.

Lost and Found

All articles found on school property should be placed in the designated area. The district discourages bringing personal items of high monetary value to the school, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

Lunch

The cafeteria is open for three lunch periods each day.

Regular school day lunch period

6th Grade Lunch: 11:34 – 12:04

7th Grade Lunch: 11:00 – 11:30

8th Grade Lunch: 12:06 – 12:36

Noon Release day lunch period

6th Grade: 10:04 – 10:34

7th Grade: 10:37 – 11:07

8th Grade: 11:30 – 12:00

The student has a choice of two meals; the regular lunch menu at \$3.25 and the snack bar at ala carte pricing. All meals may be purchased daily or by depositing money into the student's account. Free and reduced prices are available based on financial need. An application form is available for the parent/guardian to fill out, requesting free or reduced meals for the student. The district will then determine the eligibility of the applicant based on state regulations. Applications may be picked up at the school and must be returned to the Food Service Office located at 210 NW Avenue G. If you have any questions please contact Dalia Alonso, Director of Food Services at 432-523-3640 Ext. 1811. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800)

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795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer;

- The Snack Bar will be closed on Early Release days.
- Andrews Middle School complies with government regulations concerning vending machines.
- Andrews Middle School is a closed campus; therefore, students are NOT to leave campus for lunch unless the parents/guardians make special arrangements by contacting the school office.
- **Parents may bring food to their child only.** Parents, guardians with legal custody of a student, and those listed in Skyward as emergency contacts will be allowed to eat lunch with their child. No guests are allowed in our cafeteria at lunchtime.
- Parents may deposit lunch money into their child's cafeteria account online (see district website for instructions), or they may send lunch money with the child to deposit into the account. Parents can also
- come to the school to deposit money in the account in person. Parents need to report to the school
- office first before going to the cafeteria to deposit money.
- Students may not order food to be delivered to our campus.
- If a student does not have sufficient funds in his/her meal account, one meal will be supplied to the student that he/she can repay at a later date. All subsequent meals will consist of a low cost reimbursable meal until the meal account is paid in full.

Outside Food and Drink Policy

Students are not allowed to bring food or drinks into the middle school building(s) during the school day from 7:45 a.m. to 4:00 p.m. Parents are allowed to bring their student lunch and drop it off in the front office. After lunch, all drinks and other food items must be placed in the trash containers by the entrances before entering any middle school building. Any student who repeatedly violates this guideline will be subject to disciplinary consequences outlined in the Student Code of Conduct. Water bottles and/or Stanley-type cups are allowed for students to carry with water to drink.

Medication

A student who must take prescription medicine during the school day must bring a written request from his or her parent or guardian to the school nurse. The medicine must be in its original properly labeled container. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who needs non-prescription medicine during the school day must have written or verbal authorization from the parent/guardian or other person listed on health and emergency form. The school will no longer provide non-prescription medicine for student use. Parents will have to supply such medicine to the school for their child's use.

Motorcycles

Motorcycles may be driven to school (if the student has a driving permit) but must be parked and left parked until the student is ready to return home from school.

Mustang Academy

Mustang Academy is a class for all students at AMS for enrichment and intervention in the areas of Reading, Math, science, and history as well as social and emotional support for students through the iLead program.

National Junior Honor Society

The purpose of this society is to promote scholarship, leadership, service, character and citizenship.

Candidates eligible for election are 7th and 8th graders and must be in attendance at Andrews Middle School for the equivalent of one semester. Selections are made in the spring prior to the students' 7th and 8th grade years. Candidates eligible for election must have a scholastic average of 4.25. However, just having the required scholastic average does not assure anyone of becoming a member. All five criteria, as stated above, are considered when selections are made.

Any member who falls below the standards which were the basis of his/her election to membership shall be dismissed from the chapter and return his/her emblem to the sponsor of the chapter or principal of the school. Notice of such action and dismissal shall be kept on file and the student becomes ineligible for selection again.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Nurse

If a student becomes ill during the school day, the classroom teacher will send the student to the school nurse, who

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will decide if the student should be sent home from school. The student and/or school nurse will contact the parent or guardian. Parents should keep emergency care information up-to-date, especially emergency phone numbers. Please contact the school nurse to update any information that the nurse needs to know.

Office of the Counselor

The Counselors, as members of the faculty, are in charge of the guidance and counseling program. This office is also in charge of enrollment and scheduling. The counselors are responsible to the building principal.

Office of the Diagnostician

The Diagnostician is in charge of special area testing, scheduling and counseling. The diagnostician is responsible to the building principal.

Office of the Principal

The Principal is responsible to the Superintendent of schools for the proper administration of Andrews Middle School. It is his/her duty to organize, supervise, and administer the affairs of the school.

Office of the Assistant Principal

The Assistant Principals are an important part of the Middle School administration and are responsible to the principal. It is the duty of the Assistant Principal to help formulate, supervise and administer the policies of the school district. The majority of discipline problems are to be dealt with through this office.

Parent Square

Andrews ISD uses Parent Square as a form of communicating with parents and students. Parents can choose to receive text or email messages. Andrews Middle School administrators and teachers use Parent Square often for announcements, tutorials, detentions, grades, or other important information, so parents should have an updated Parent Square account and read all messages.

Personal Property

It is the responsibility of the student to keep up with his/her own personal items, such as gym shoes, band instruments, binders, purses, etc. Each personal item should have some kind of identification mark on it. Proper marking might help the student locate lost items. Toys are not allowed and should be left at home.

Pest Control/Asbestos Control Information

Periodically, the district grounds and buildings are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. AISD will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the buildings or on the grounds.

AHERA

Management Plan for Asbestos Containing Materials Consultant's Project No. 1108 Andrews Independent School District maintains an Asbestos Management Plan to assure the safety of its students, teachers, employees and other occupants of the school district's buildings. In order to comply with 40 CFR Part 763, Asbestos Containing Materials in Schools, published by the Environmental Protection Agency; the Management Plan includes location of asbestos containing building materials

and measures for control of asbestos containing building materials. The plan is available for the public view at the Andrews Independent School District Administration Office, Andrews, Texas

This is to be published 1 time annually in the local Newspaper or in the Student Hand Book as required by AHERA.

Physical Education Excuses

Any student, in order to be excused from physical-education classes for a period of more than three consecutive days, must have a statement from a medical doctor specifying the need for such an excuse and indicating the approximate length of the recuperative period. Parents/guardians may request an excuse for their child from participating due to illness or injury for a period up to three days without a physician's statement.

Promotion and Retention Policy

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To be considered passing for the year in any course (including honors), a student must receive a grade of at least 70 based on course-level or grade-level standards; honors classes include. At AMS, a student is required to pass English Language Arts/Reading, math, and either science or social studies. If a student fails English Language Arts/Reading or math, the child may not be promoted to the next grade and may have to attend summer school. If a child fails science or social studies, the student may have to attend summer school in order to regain credit to be promoted to the next grade.

Certain students – some with disabilities and some with limited English proficiency – may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

Public Display of Affection (PDA)

Hugging, holding hands and kissing are considered public displays of affection (PDA). Students must refrain from this type of behavior as it is not conducive to the proper learning atmosphere we strive for at AMS. Students who violate this policy may be assigned In School Suspension (ISS).

Saturday Supervised Study (SSS)

Students who violate rules and regulations of the school, including excessive numbers of absences from school, may be assigned to attend school on Saturday. Missing Saturday School assignments could result in parent conference and other disciplinary actions such as In School Suspension.

Schedule Changes

Change of individual schedules will be made only after a legitimate reason for the change is given. Other changes may be made during the semester only if the school authorities feel that such a change would be beneficial to the individual student and advantageous to the class. Approval of the parent may be required in such cases. All grades, including zeros, will transfer to the new teacher. Only the Principal and/or Assistant Principal may approve schedule changes.

School Records

Student records are on file in the Middle School office. Under the law, authorized persons contacting the records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

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Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school. Copies of records are available at a per copy cost, payable in advance.

Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education

School Transportation and Discipline Plan

Students who live outside the city limits are eligible to ride the bus **if** they follow all conduct and safety rules and guidelines. Only authorized bus students may ride the bus. Please make arrangements with the Director of Transportation located at the Bus Barn. After school, bus students will load the buses in the circle drive at the front of the school on 3rd Street. PARENTS: NO PARKING IS ALLOWED IN THE SCHOOL BUS ZONES.

School Transportation Guidelines

Riding the school vehicle is a privilege. If students follow the rules, they will never lose their privilege to ride in a school vehicle. Our goal in transporting children is to get them to school and then back home safely.

1. Maintain the same conduct as required in the classroom.
2. Students must have a SmartTag ID daily.
3. Be courteous. Profane language or obscene hand gestures will not be tolerated.
4. The driver is in charge of the pupils and the vehicle. Students must obey the driver. The driver is authorized to assign seats.
5. Do not eat or drink while on the school vehicle. This includes gum, candy, chips, etc.
6. Do not consume alcohol, tobacco, vapes on the bus.
7. Do not yell, shout or talk loudly while on the school vehicle.
8. Do not spray perfume or cologne on the bus. Do not put on make-up on the bus.
9. Do not take pictures or videos on the bus.
10. Do not be destructive of school property or of other student's property. The student will pay for damage to the school vehicle. Keep the school vehicle clean.
11. Stay in your seat facing forward. Keep hands, head and feet in the school vehicle and to yourself at all times. Do not move around on the school vehicle. Do not stand while the bus is in motion.
12. Seatbelts must be worn at all times.
13. Keep your feet, books and other objects out of the aisle of the school vehicle.
14. Do not push, shove, wrestle or fight while on the bus or while entering or exiting the school vehicle.
15. Students must be on time. The driver cannot wait beyond the regular schedule for those who are tardy.
16. Do not throw any items inside or out of the windows of the school vehicle.

Please Note: Failure to observe the above rules will result in disciplinary action. See the Andrews ISD Transportation website for a complete list of rules.

Discipline Plan for Bus Students

Students who fail to comply with the rules of the school bus may be removed for specified periods of time.

First Offense:

WARNING ISSUED-The driver shall verbally warn students who violate rules and regulations governing the transportation of students. The driver shall inform the student of the next step in the discipline plan IF misconduct continues. ALL incidents and verbal warnings shall be documented.

First Report filed with the school:

The driver shall file a discipline report on students IF their conduct does not improve after the driver issues a warning. Reports are submitted to the director of transportation. Reports are directed to the campus Assistant Principals for action.

1. The campus administrator shall confer with the student about their reported misconduct.
2. Parents shall be notified by the campus administrator of their child's behavior on the bus and request their help in solving the problem. They should be made aware that any other reports received would result in the loss of bus riding privileges for a period of not less than three (3) days.
3. All actions taken will be documented.

Second Report filed with the school:

THREE-DAY REMOVAL-The driver shall use the same procedure as before:

1. The campus administrator shall confer with the student concerning their continued misconduct on the bus.
2. The administrator shall notify the parents that their child will lose bus-riding privileges for a period of three (3) school days. The loss of privileges will begin the following school day.
3. All actions taken will be documented.

Third Report filed with the school:

TEN-DAY REMOVAL-The driver shall use the same procedures as before:

1. The campus administrator shall confer with the student.
2. The campus administrator shall notify the parents that their child will lose bus-riding privileges for a period of ten (10) days. The loss of privileges will begin the following school day.
3. All actions taken will be documented.

Fourth Report filed with the school:

TWENTY DAY REMOVAL-Use the normal referral procedures.

1. The campus administrator shall confer with the student.
2. The administrator shall notify the parents that the child will lose bus-riding privileges for a period of twenty (20) school days. The loss of privileges will begin the following school day.
3. All actions taken will be documented.

Fifth Report filed with the school:

LONG TERM REMOVAL-Use the normal referral procedures.

1. The campus administrator shall confer with the student and notify the parents that their child will lose bus-riding privileges for a period of time as determined by the campus principal and assistant superintendent of operations. All grievances at this level are to be directed to the assistant superintendent of operations.
2. The assistant superintendent should receive all documentation concerning prior conduct, warnings, discipline, and parent contacts concerning the child.
3. The assistant superintendent will work directly with the parents concerning reinstatements.

Severe Action: The following behaviors shall be classified as SEVERE:

- Physical assault on another student or driver.
- Possession of illegal weapons.
- Verbal or abusive assault on drivers or students.
- Terroristic threats toward student, driver, parent or school district.
- Fighting is an automatic three (3) day suspension from riding the bus for all parties involved. Students who are involved in long-term suspension may not go through all the disciplinary steps if severe misconduct occurs on the first offense.

Punishment for severe actions (a thru d above) will be decided by the Assistant Principal.

Services for the Homeless and for Title I Participants

Michelle Acosta is the Liaison for Homeless Children and Youths, who coordinates services for homeless students.

Belma Avena is the District Director of Federal Programs and works with parents of students participating in title I programs.

Skateboards

Skateboards and roller blades are not allowed on school campuses at any time, day or night.

Special Education

Students may need special help in some areas of study. The counselor and diagnostician will direct the parent/guardian in how to get this help.

State Testing - STAAR Test

STAAR testing dates and requirements are governed by the State Board of Education. If a student fails the STAAR test, the student may be placed in an intervention class for further instruction in that subject area. Students may be removed from their elective class or classes for one or more semesters to attend the accelerated instructional class. Parents will be notified of this decision by the school counselor or school administration.

Student Conduct

For more detailed information, see the Student Code of Conduct. The policy statements on student conduct are in effect when students are in the care, custody and control of school authorities. All students and parents are invited and requested to cooperate in carrying out these policies. Students should understand that teachers and administrators are expected to assist in enforcing school policy.

Student Pick-Up

Parents may pick up their child after school along NW 1st, NW 2nd or NW 3rd Street. Parents are asked to not park along Avenue E. Students who need to leave school during the day must have a parent or guardian come into the main office at AMS and follow campus sign-out procedures before taking their child from school. Students should always check back in with the attendance office when returning back to school after leaving campus.

Summer School

A summer-school program will be offered in math and reading for students who fail one or both subjects for the year. A student may be required to attend summer school if they fail science and social studies for the year or if

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they are over the number of absences allowed for the semester. Summer remediation/acceleration programs may be offered to students who do not pass the reading or math portion of the STAAR test. Parents will be notified by a school official if summer school is necessary for the student.

Suspensions

- **In-School Suspension (ISS)**

Used for short-term placement of students who need immediate removal from class due to disciplinary issues or academic concerns. Students may be assigned for as little as one class period or for as much as several days of school, depending on the infraction. The student is sent to a supervised classroom on the AMS campus to do his/her school work and will be given credit for completed assignments.

- **Out of School Suspension:**

A student may be sent home for a specific number of school days due to violation of certain school policies. Parents will be notified and a parent conference will be held.

- **Disciplinary Alternative Education Program (DAEP)**

Students may be placed in the Disciplinary Alternative Education Program for serious or persistent misbehavior. Placement may be discretionary (by campus administration) or mandatory (by state law). Placement in the DAEP is usually long term. Students that return to our campus from DAEP may be placed back in DAEP if additional discipline infractions occur.

Tardies

A student may be considered tardy when not seated and prepared for instruction when the tardy bell rings. All tardies to classes are **UNEXCUSED** unless a teacher detains a student after class for a conference. When a student comes to school late he/she must obtain a tardy slip from the attendance office before going to class. Tardies will be cumulative for all classes and discipline will start over each six weeks.

- FIRST – Verbal warning
- SECOND – Verbal warning and parent contact by office
- THIRD – 1 Lunch Detention or corporal punishment (1)
- FOURTH – 2 Lunch Detentions or corporal punishment (2)
- FIFTH – 1 After School Detention or corporal punishment (2)
- SIXTH – 2 After School Detentions
- SEVENTH – In School Suspension

Teachers

The teachers are specialists in their fields and are eager to help students get the most out of their courses. Teachers have the responsibility to carry out the rules and regulations of the Board of Education and other policies of the school

Telephone

- When necessary, students may use the student telephone located in the office. However, the phone should be used only before or after school, between classes or during the student's lunch period.
- Students may use a classroom telephone with teacher permission.
- Students will **NOT** be given an excused tardy for using the phone in the office.
- Students will limit their calls to one minute.
- Improper use of the telephone will not be tolerated.

Textbooks

The textbooks used by students are supplied by the State of Texas by the Board of Education and are the property of the School. Textbooks are loaned to the student for use during the time he/she is enrolled in school and must be returned at the end of the school term or when the student withdraws from school.

If students are issued textbooks for a course, students will return these books back to AMS at the end of the school year or upon withdrawal from AMS. Textbooks are numbered and checked out to the student. Each classroom will have textbooks available for all students to use while they are at school.

The student to whom the textbooks were issued must pay for lost or damaged textbooks. Fines are assessed for misuse of textbooks, depending on the amount of damage done to the book. If a textbook is damaged to the extent that it cannot be used again, the full price of the book will be charged. Students cannot receive school reports or records until the textbook record is clear.

Truancy

Truancy is defined as an absence from school without the approval of the parent and/or school officials. Because truancy is a serious infraction of school policy, strict disciplinary action will be taken against those who are out of school without legitimate reasons. A student who is guilty of truancy (or cutting classes) for one or more class periods, including assemblies, will be subject to In-School Suspension for no less than two days. Suspension periods may increase with each offense. In the event that truancy becomes habitual, consequences will be determined by the Principal or Assistant Principal. **Leaving school without permission from the office is also considered truancy. A student may be ticketed by the city police when the student is truant from school.**

Tutorials

Tutorials will be available for students before and after school, during Mustang Academy, and during elective classes if necessary. Tutorials will be for students who are in danger of failing courses, who are in need of extra help from the classroom teacher, or who performed poorly on benchmark testing in preparation for the STAAR test. Parents need to be aware that their child may lose an elective class at some time during the school year to be placed in an accelerated reading or math class to provide additional instruction for a child. Parents will be contacted by the school counselor or school administrator if this proves necessary.

Vaping Consequences

As defined in Student Code of Conduct:

House Bill 114, passed in the 88th Texas regular session and it requires schools to put students in DAEP if they sell, give, have, or use a vape within 300 feet of any school property on or off. By state law, school districts must prohibit students from smoking, using, or possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property. Tex. Educ. Code § 38.006(b).

Discipline:

Vaping (Nicotine)

1st Offense - 5 Days DAEP

2nd Offense - 30 DAEP w/20 Early Release

3rd Offense - 45 DAEP w/30 early release

Vaping (Controlled Substance)

1st Offense - 60 DAEP w/45 early release

Intervention (along with discipline):

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1st offense: Warning from SRO and parent and child required to complete a 1 hour training over Vaping consequences, laws, etc. The campus office will need to set up a time/place for the video to be viewed; the campus office will track and manage the requirement.

2nd offense: SRO writes a report that requires them to go to court where the court has the ability to assign the program, Texas Youth Tobacco Awareness Program (TYTAP), in lieu of a monetary fine. The court system tracks and manages this requirement.

3rd offense: SRO writes a citation/report and has to appear in court before a judge. TYTAP can be reassigned, but a monetary fine is assigned. The court system tracks and manages this requirement.

Video Surveillance Systems

The Transportation Department of the Andrews Independent School District first installed video surveillance units in route buses in January 1993. The purpose of the system is to discourage inappropriate behavior by students who are transported on the district's buses. In addition, AMS has installed video surveillance units in various locations across the campus in 2013.

The surveillance system will be used as official documentation in administering disciplinary actions. Only authorized school personnel (director of transportation, campus principal, assistant principal, and assistant superintendent of operations) will initially first view the videotapes of students violating stated rules. It shall be the decision of the assistant superintendent of operations to allow parents of students accused of rule infractions to view the tape. After it has been determined that a student did indeed violate stated rules, regular disciplinary action, as stated in the Student Code of Conduct, will be enforced. Videotapes of rule violations on the bus will be maintained by the director of transportation and remain on file for the remainder of the school year.

Visitors

For the safety of the school and those within it, ***all visitors must first report to the school office*** and must comply with all applicable district policies and procedures. Visitors must have a valid US government issued identification and be on the student's Skyward account. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Withdrawals

When a student withdraws from school, the student and parent must come to the attendance office at AMS. Parents must check in all textbooks and their Chromebook to the registrar, return other school property and sign the withdrawal forms. All fines, fees, lost or damaged textbook or Chromebook charges must be paid before student records will be forwarded to the receiving school.

ANDREWS INDEPENDENT SCHOOL DISTRICT
TITLE VI & TITLE IX
SECTION 504
COMPLIANCE PROCEDURES

Andrews Independent School District offers both educational and vocational programs. Admission to the programs is based on classification and age.

Vocational programs offered are auto mechanics, vocational agriculture, industrial cooperative training, cosmetology, distributive education, building trades, industrial arts, small motors, and home economics.

It is the policy of Andrews I.S.D. not to discriminate on the basis of sex, age, disability, political belief, religion, race, color, and national origin in admission or access to, or treatment or employment in, its programs or activities as required by Title IX, Section 504, and Title VI.

Andrews I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about rights or grievance procedures, school administrator **Dr. Bobby Azam**, Coordinator of Title IX and Section 504 compliance, may be contacted at the school administration building, 405 N W 3rd Street, and telephone number 432-523-3640.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and

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evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: AMS Principal or Diagnostician
Phone Number: 432-524-1940

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: AMS Principal or 504 Coordinator
Phone Number: 432-524-1940

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)



Andrews ISD Personal Communication Device Guidelines

House Bill 1481 (revision of Texas Education Code 37.082), passed by the 89th Texas Legislature and signed into law by the Governor, requires all public school districts in Texas to adopt a policy **prohibiting the student use of personal communication devices during the instructional day**. In alignment with this law, Andrews ISD has established expectations and procedures to ensure a focused and distraction-free learning environment for all students.

HB 1481 mandates that students are not permitted to have personal communication devices during the instructional day unless stored in an approved storage device.

- Personal communication devices include but are not limited to: cell phones, smartwatches, Bluetooth headphones, tablets, gaming devices, and personal laptops.
- The campus instructional day includes passing periods and lunch. Dismissal for off campus lunch and returning from off campus lunch are considered a passing period.
- These devices may not be used in any classroom, hallway, the cafeteria, restroom, or locker room, gym, etc. during the instructional day.
- 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.

For AISD K-12 students: Students shall not use a personal communication device during the instructional day. That means a student's personal communication device **is not permitted door to door, including all passing periods, and tutorial time (if applicable).**

- if a parent decides to send a communication device with his/her child, the parent may send a communication device to school in the student's backpack under the following conditions (**backpack is considered the approved storage device**).
 - the device must be turned off and placed inside backpack prior to entering the property during the instructional day;
 - the device must remain off, inside the student's backpack, out of sight during the entire instructional day; including during lunch and passing periods.
 - If any communication device becomes noticed or visible, makes noise, or is accessed by the student in any way, it will be treated as an infraction.

- If the device causes a disruption, even unintentionally, it will be treated as an infraction.
- Students found physically accessing the device, either in the open or by attempting to access the phone within a backpack, are in violation of the policy.

Note: the phrase, ***“door to door, including passing periods, and including tutorial time if applicable,”*** means a communication device should be powered off and placed inside the student’s backpack prior to entering the door of school property and should remain in the student’s backpack during the instructional day, including inside/outside passing periods, and including tutorial time (if applicable), until the instructional day is over and the student has exited the school property.

Emergency Contact Procedures

Parents/guardians who need to contact their child during the school day must call the campus front office. Staff will ensure the message is delivered in a timely manner. Because AISD provides secondary students with school issued laptops, a parent may e-mail his/her student and vice-versa in order to contact his/her child.

School Liability when a Device is in the School’s Possession

Note: If a personal communication device is in the possession of the school, the school will take appropriate efforts to keep the device appropriately stored and free from damage. However, parents should note the school specifically disclaims any liability for devices that are damaged or lost while in the school’s possession. Parents will not be compensated for devices that have been in the school’s possession in the event those devices are lost or damaged while in possession of the school.

Frequently Asked Questions

- Can my child have their phone before and after school?
Devices are not allowed inside the school building **door to door, including all passing periods, and tutorial time if applicable**. Devices are allowed during before/after-school activities.
- Can my child have his/her phone outside the building during passing periods if he/she has to walk outside to another building?
 - Communication devices must remain off and inside the student's backpack during all passing periods.
- Can my child have their phone during extracurricular activities off campus?
 - If students are at extracurricular activities, they will be allowed to use their device.
- Can my child have their phone on the bus?
 - If students are on a school bus, they will be allowed to use their device.
- What if I need to contact my child for a non-emergency?
 - You may contact the front office of the campus your child attends. Any message that needs to be relayed during the school day will be sent to your student in a timely manner. Secondary students can also e-mail their parents and vice-versa.
- What if my child needs to contact me during the school day?
 - Teacher discretion will be used to allow students to go to the front office to make any phone calls needed during the day. E-mail is also a viable option.
- What happens if my student forgets their device is in his/her pocket or outside the backpack?
 - The device may go unnoticed; however, if it becomes noticed or visible, makes noise, or is accessed by the student in any way, it will be treated as an infraction. If the device causes a disruption, even unintentionally, it will be treated as an infraction.
- What if my child has a medical reason for needing a phone during school hours?
 - Any student needing a communication device during school hours for medical reasons will need to have this documented in their 504 plan or IEP.
- What can parents do to prepare for this change?
 - Speak to your child about this new policy.
 - Encourage appropriate cell phone use.
 - Promote the importance of student focus on instruction.
- Why is there a change in this policy?
 - The 89th Texas Legislative session resulted in the passage of House Bill 1481. This House Bill states, "schools shall adopt, implement, and ensure the district or school complies with a written policy prohibiting a student from using a personal communication device while during the instructional day.
 - The policy must establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the personal communication device."

TEA Guidance Related to Overall Scope of Policy

Notes: The statute requires that the District policy, at a minimum, (a) state that student use of personal communication devices is prohibited on school property during the school day, and (b) establish disciplinary measures to be imposed for violation of the prohibition.

This means that a student communication device is **not allowed door to door of a campus/district facility, including all passing periods, and tutorial time if applicable.**

In the event a student breaks this law, discipline procedures will be as follows:

For AISD K-12 students:

- 1st offense: Written Warning
- 2nd offense: 1 Day ISS
- 3rd offense: 3 Days ISS
- 4th offense: 4 days ISS
- 5th offense: 5 days ISS
- 6th offense: 5 days DAEP

On all campuses and for all offenses, the devices will be confiscated, and stored in the campus office. Parents/guardians will be notified and parents/guardians may retrieve the device after 4:30 pm on school days. Devices will only be returned to the parent or guardian.

Definitions for AISD

“personal communication device” is defined in Texas Education Code Section 37.082(d). It includes but is not limited to: cell phones and any wearable technology that is capable of digital communication or telecommunication, like glasses, smartwatches, etc.

“school property” is defined as: **(a)** inside a campus or district facility where teaching/instruction is provided, including but not limited to: classrooms, hallways, PE gyms, cafeterias, band halls, and **(b)** any outside property located between or around campus buildings during any passing period of the instructional day.

“instructional day” is defined as **door to door of a campus or instructional facility, including all passing periods, and tutorial time if applicable.**

“use” is defined as anything outside of the student’s backpack is considered ‘use. Even if the device is in the backpack, if it is turned on, easily accessible and capable of receiving or sending a communication signal in any manner it is in use. The device does not have to be in a student’s hand or on his/her person to be in ‘use’.

Appendix A: Freedom from Bullying Policy

Note: School board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [AISD Policy FFI \(LOCAL\)](#). Below is the text of [AISD Policy FFI \(LOCAL\)](#) as of the date this handbook was finalized for this school year.

Student Welfare: Freedom from Bullying

[AISD Policy FFI \(LOCAL\)](#) adopted on 11/6/2017

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

The District prohibits retaliation by a student or District employee against any person who, in good faith, reports bullying, serves as a witness or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged bullying incident.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by [AISD Policy FFH](#), including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report and promptly take interim action, if appropriate, to prevent bullying during the course of the investigation.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time, if necessary, to complete a thorough investigation.

The principal or designee shall prepare a final, written investigation report. The report shall include a determination of whether bullying occurred and, if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

The principal or designee shall refer to [AISD Policy FDB](#) for transfer provisions.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the complainant's privacy, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A student dissatisfied with the investigation's outcome may appeal through [AISD Policy ENG \(LOCAL\)](#), beginning at the appropriate level.

Records shall be retained in accordance with the [AISD Policy CPC \(LOCAL\)](#) .

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. To the extent practicable, copies of the policy and procedures shall be posted on the District's website and readily available at each campus and the District's administrative offices.