

Student Handbook

Information for
Students & Parents
2016-2017



A·A·C·A·L

AMARILLO AREA CENTER FOR ADVANCED LEARNING



**Information for
AACAL Students & Parents
2016-2017**

**1100 North Forest 79106
326-2800**

<http://aacalamaisd.sharpschool.com/>

| | |
|---|-----------------|
| Jay L. Barrett, Principal | 326-2805 |
| Mike Mobley, Assistant Principal..... | 326-2806 |
| Lee Jurajda, Counselor | 326-2804 |
| Bonnie Boyd, Secretary | 326-2802 |
| Linda Roeder, Attendance/Counselor Clerk | 326-2801 |

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AACAL Registration

When you pick up your schedule from your home campus, you will find that AACAL courses are noted in two ways:

- A lower case “c” will follow the course number. Example: 4350c (Biology)
- In the section marked “room” you will find a “Z-” preceding the room number.

If there are any irregularities or problems with your printed schedule, or if your schedule does not reflect the AACAL courses that you requested, please make an appointment with Mrs. Jurajda, the AACAL counselor, to correct the problem. In the event that you have changed your mind about taking classes at AACAL, please contact Mrs. Jurajda and your home campus counselor immediately so we can adjust your schedule accordingly.

ACADEMIC DISHONESTY

A positive stand is taken against cheating at AACAL. The following policy will be in place.

1. Teachers will supervise all testing and student work in such a way that cheating will be prevented.
2. In cases of cheating on quizzes, tests or daily work, the student will be given a zero on that particular paper.
3. When a student is given a zero because of cheating, the teacher should contact the parents and the reason explained for the incomplete grade.
4. Documentation of the student’s cheating, signed by the teacher, should be given to the campus administrators to be placed in the disciplinary files.

ATTENDANCE

All AACAL students are expected to be in attendance during their regularly scheduled classes. AACAL attendance is reported to the home high school and is reflected on the six weeks grade report. Parents should report absences at the beginning of the day to the student’s home campus and to AACAL. The office should be notified in advance of any absences that are not illness related.

AWARDS & RECOGNITION

Permission for AACAL students to leave campus to attend special events that honor or recognize student achievement will be approved on a case by case basis. These are important occasions and the staff at AACAL wants each student who earns a special honor or award to have the opportunity to be recognized. **Please provide the AACAL office with appropriate advance verification of any special events and we will work with your home campus to approve your attendance participation.**

BELL SCHEDULE

The AACAL Bell Schedule is located on our website. You may click this link to go directly to the AACAL Bell Schedule:

http://aacalamaisd.sharpschool.com/UserFiles/Servers/Server_3904475/File/AACAL%20Bell%20Schedule%202016-2017.doc

❖ Wednesday ACE Advisory Schedule

On Wednesdays throughout the year, freshmen and sophomore students will be assigned ACE Advisory. “The broad purpose of an “advisory period” or “advisory program” is to ensure that at least one adult in the school is getting to know each student well, making sure their learning needs are being met, and encouraging them to make good academic choices and plan for their

future. Advisories are designed to foster stronger adult-student relationships and a stronger sense of belonging and community among students.” (from the Glossary of Education Reform)

At AACAL, as part of making sure students’ learning needs are met, we will also be assigning tutorials during this time. Students not in tutorials may also participate in various clubs on campus during Advisory.

Juniors and seniors who drive may leave campus at the end of 3rd or 8th Periods. Any junior or senior who does not drive will wait for the bus in the CCT.

BREAKFAST & LUNCH

The AISD Food Service Department serves “grab & go” breakfast and lunch items at AACAL. These food items will include wholesome and nutritional choices. Students may eat breakfast from 7:20 -8:00 a.m. and lunch between 12:30-1:00 p.m.

Students who are late 1st or 6th Period due to AISD transportation may take breakfast or lunch to class the first ten minutes of the period.

BUS TRANSPORTATION

Transportation will be provided to and from all AISD high school campuses. Please refer to the Bell Schedule to see when buses are scheduled to run. If necessary, individual schedules can be accommodated on a case-by-case basis.

Students who miss the bus at their home campus or AACAL should report to the office immediately so that attendance can be marked correctly. Unless a parent or guardian can pick you up and take you to your campus, you will be expected to remain at your home campus.

Many of the high schools conduct assemblies during that first week and students need to be aware that this will result in adjustments to the bus pickup schedules at those campuses. We encourage all students to check and double check the activity schedule at their home campus during this time.

Students who attend schools outside of the Amarillo ISD must provide their own transportation. They may ride the AISD bus provided they are able to get to one of the home campuses for pick up.

Once students arrive on campus, they may not leave the property.

THE BUS DRIVER IS IN CHARGE OF STUDENTS ON THE BUS. STUDENTS SHOULD FOLLOW THE DRIVER’S DIRECTIONS AT ALL TIMES.

CELL PHONES

High school students may possess cell phones provided they remain off during the instructional school day, which at AACAL starts the moment a student enters the building and ends as soon as they leave the building for the day.

If a cell phone disrupts the learning environment, teachers will handle the situation like any other classroom disruption, and students may have disciplinary consequences, including detentions and In-School Suspension.

COMMUNICATION WITH HOME CAMPUSES

AACAL strives to ensure that important information from each AISD home campus is made available to students in a prompt and efficient manner. A video message board, located in the main foyer and in the Cafecommotorium, is programmed weekly with pertinent information about activity schedules, special events, senior meetings, and school holiday messages.

DETENTIONS

Per the [Amarillo ISD Code of Conduct](#), a student may be detained for disciplinary purposes as a result of Level I disciplinary offenses.

Teacher assigned detentions are handled by individual teachers in their classrooms. Office detentions are Monday through Thursday in Room 113 from 7:30 a.m. to 8:00 a.m. or from 3:45 p.m. to 4:15 p.m.

Students who miss teacher assigned detentions will be referred to the office for follow-up. Students missing office detentions will be placed in In-School Suspension.

DRESS CODE

Students should be well groomed and wear clothing, hair styles and accessories that, at minimum, meet the Amarillo ISD [Dress Code Guidelines](#).

Extreme forms of hair color, hairstyle, jewelry or dress, which are determined to cause a distraction to the learning environment, are not acceptable at any time at AACAL or at any Partnership Program activity. It is mandatory that students abide by the dress code established by our business partners when the student is at their internship.

AACAL reserves the right to assign detentions to students for dress code violations. In some situations, students will be asked to change into clothing provided by AACAL.

DROPPING COURSES

AACAL students who wish to drop classes must consult with the AACAL counselor before proceeding with a drop request. Dropping a course will be considered only after parent contact has been made. The drop period is the first two weeks of each semester.

EXEMPTIONS FROM SEMESTER EXAMS

Students who are classified as seniors at the beginning of the school year are exempt from taking semester/final exams in each course in which they:

- Have at least an 85 average for that semester,
- Have an 85 average in the third or sixth six-week grading period,
- Are currently meeting all compulsory attendance laws, and
- Have no unexcused absences during the semester.

Students taking dual credit and online courses shall take final exams in accordance with course guidelines established between the District and the appropriate college department. Students taking dual credit courses must follow guidelines set forth by Amarillo College.

Also, any student taking an AP or EOC exams may be exempt for the spring semester exams if they meet the following:

For AP

- Have at least an 80 average for the prior semester,
- Have an 80 average in the fourth, fifth and sixth grading periods,
- Are currently meeting all compulsory attendance laws, and
- Have no unexcused absences during the semester.

For EOC

- Have at least an 85 average for the prior semester,
- Have an 85 average in the fourth, fifth and sixth grading periods,
- Are currently meeting all compulsory attendance laws, and
- Have no unexcused absences during the semester.

GRADES

Grades from your AACAL classes will appear on the report card that you receive from your home campus. AACAL grades are included in your G.P.A. and transcript.

GRADE RECOVERY PROGRAM (Currently under revision)

The purpose of this program is to give students a chance to make up a failing grade in all courses from the previous six weeks. When a failing grade occurs, students will automatically be assigned to mandatory tutorials each Wednesday of the following six weeks by their advisory teacher. If the student completes all work and passes an assessment designed by the teacher to measure mastery, the grade will be changed at grade reporting time the following six-week period.

ILLNESS

Students who become ill while they are at AACAL should report to the front office where an AACAL staff member will determine if the student is sick enough to notify parents. Students who must take medications (prescription or non-prescription) must bring a written request signed and dated by the parent/guardian requesting this service. All medications must be in their original container. Please refer to the AISD High School Handbook for further information concerning prescription medications.

iPADS

AACAL students use iPads instead of paper textbooks. The iPad will also be utilized in many other ways, including completing and submitting homework online, performing research, creating projects, etc. A \$30 student usage fee for participation in the use of iPads will be collected at the beginning of each year. Students and Parents must sign and return the iPad User Agreement found on our website at: [iPad Policy](#)

LATE WORK / MAKE-UP WORK

When absent, students receive one day for each day absent to make up the work they missed in class. For extended absences, teachers will work with students to ensure that the students have every opportunity to make up their missed work. Many teachers post work in Eduphoria or iTunes U, and students should check to see if the assignments are listed there. In all cases, students are responsible for knowing how to get make up work from the teacher in each class.

For students who do not turn work in on time, the following policies are applicable:

- Projects or other assignments for which multiple days are given to complete shall not be turned in late
- Late work other than projects will be turned in before the assessment that measures the learning for the assignment. Additional opportunities to show mastery of the learning will be given by the teacher.
- Work turned in late will receive a reduction of no more than 30% of the grade they would have received if turned in on time

Teachers may choose to afford students additional opportunities to turn work in late at their discretion, based upon individual circumstance.

PARTNERSHIP PROGRAM

AACAL students participate in a variety of real world partnership experiences: field trips, mentorships & internships. In grades 11 and 12 students must apply for available mentorship and internship slots, showing evidence of serious interest in: 1) their chosen specialty field, 2) their academic performance, and 3) their ability to work as a member of a team. Juniors wishing to gain senior-year internships must participate in the Junior Internship Preparation Program, which occurs the spring of the junior year.

PEP RALLIES

Academic course work takes priority over pep rallies, club or organizational meetings on the home campus. However, a student who is passing all classes will be allowed to attend pep rallies as long as protocol for an expected absence is followed. A Pep Rally form signed by a parent must be provided in advance of the pep rally, and students must provide their own transportation if not a participant in the pep rally. If a student is a participant in the pep rally, we can provide transportation if advance notice is given.

PROGRESS REPORTS

Progress reports are given to all students during the middle of each six weeks. If students are failing any class at that time, students may be required to attend teacher tutorials.

Parents are encouraged to actively use [Skyward Family Access](#) to monitor progress throughout the reporting period.

SCHEDULE CHANGES

Students may request changes to their schedule (adding classes or changing from morning to afternoon) by signing up to see the counselor in the front office during the first week of school. Priority in seeing students for this purpose will be given to students who have missing classes or are scheduled into the wrong classes. Students wishing to drop a class will need to meet with the counselor and have a parent-teacher conference before the drop is allowed (see DROPPING COURSES).

STUDENT CONDUCT

AACAL students must follow all rules and regulations of the Amarillo ISD as outlined in the [Student Code of Conduct](#), available online. Disciplinary action, if needed, will be taken in accordance with the policies outlined in this student handbook. Non-AISD students attending AACAL will be provided with a copy of the AISD High School Handbook and will be expected to follow all AISD policies and procedures as outlined.

STUDENT VEHICLES ON CAMPUS

Students who are licensed drivers and have their own transportation may drive to AACAL. Students who wish to park at AACAL must fill out a form in the office to receive a parking pass, which must be on display in the vehicle any time the vehicle is parked at AACAL.

In accordance with AISD policy, all vehicles must be parked upon arrival at the campus, and students may not sit in parked cars, nor loiter in the parking lot. Searches of vehicles may be conducted at any time there is reasonable cause to do so, whether or not the student is present.

Any student who is observed driving recklessly or in an unsafe manner will lose the privilege of driving to AACAL.

STAAR

All students attending AACAL who receive instruction in Algebra I and Biology will take the STAAR EOC at their home campus. Students attending AACAL only will take those exams here at AACAL.

TARDIES

Students who arrive to class after the tardy bell but within 10 minutes of the start of class will be counted tardy by the teacher. Students arriving to class after 10 minutes will remain counted as absent by the teacher, and the teacher will send the student to the office for a pass if they don't already have one.

Upon the 3rd tardy in any individual teacher's class during a six week period, students will be given a teacher detention. A 4th tardy or failure to serve the teacher detention will result in an office referral, where an office detention will be assigned. The count starts over each six weeks.