### ASH PROGRAM

### HANDBOOK

**2018-2019**

#### **ASH PROGRAM**

908 Ash Street

Plainview, Texas 79072

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##### Plainview Independent School District

SHOULD THERE BE AN INCONSISTENCY IN CAMPUS POLICY AND DISTRICT POLICY, DISTRICT POLICY WILL ALWAYS SUPERSEDE CAMPUS POLICY

***General Information***

***Bell Schedule:***

 *High School*: 8:00 a.m. – 4:00 p.m.

 *High School & Jr. High AE:* 8:10 a.m. – 3:40 p.m.

 *High School & Jr. High SURGE:* 8:10 a.m. – 3:40 p.m.

***Parking:***

 All parking is first come first serve.

***Attendance:***

Student attendance is monitored very closely by the Ash High School staff. Students not meeting attendance requirements run the risk of being filed on in court. Parents may also be filed on if the school chooses to do so and if it is thought to be in the best interest of the student. Letters will be mailed to the parent anytime student has unexcused absences of three, five, eight or ten days. Parent notes are required for any absence. Even if a doctor’s note is presented, a parent note must accompany the doctor’s note to be excused. Truancies will be dealt with as a discipline issue.

***Emergency Drills***:

Fire, Tornado and Emergency Operation drills will be conducted as needed. Each classroom will have evacuation procedures posted in the room. Students will be instructed in all emergency drill procedures.

***Student Insurance:***

Student insurance is made available to parents by the school. Student insurance is provided by an independent carrier and is not associated with the school district. Insurance forms are provided in the registration package along with a refusal form if you do not wish to take the insurance. Parents are in no way required to purchase the student insurance.

**INCLEMENT WEATHER POLICY**

Dear Parents,

The Plainview ISD administration will implement the following plan of action for bad weather days. Depending on the morning road conditions, the school starting times could be delayed. However, campuses will be open at regularly scheduled times to receive students. If school is delayed one hour, school buses will run an hour late. If school is delayed an hour and a half, buses will run an hour and a half late. Breakfast will continue to be served to students as they arrive.

In extreme cases of severe weather school could be canceled completely.

During inclement weather, be sure to stay tuned to KKYN at 106.9 FM. The radio station will be notified about school delays or cancellations by 6:00 a.m. in the morning. KKYN 106.9 is also aired on Sudden Link Channel 12.

Check the Lubbock TV stations for school closings and weather updates. Your child’s campus may have additional information they will share with you regarding their campus plan of action during bad weather days.

Also, be advised that in case of inclement weather during the school day, stay tuned to the local radio stations, Channel 12, and the district’s website at www.plainviewisd.org to check on early dismissal from school.

**PLAN DE ACCION POR TIEMPO SEVERO DEL INVIERNO**

Estimados Padres,

La administración de Plainview ISD llevará a cabo un plan de acción por los días en que tenemos tiempo severo. Dependiente en las condiciones de los caminos en la mañana, la empieza de escuela se tardará. Como quiera, las escuelas estarán abiertas al tiempo regular para recibir estudiantes. Si escuela comienza tarde, los camiones correrá una (1) hora más tarde tambien. Lo mismo si escuela empieza una hora y media mas tarde, los camiones correrán una hora y media tarde. Continuremos servirles desayuno a los estudiantes que llegan tarde.

En casos extremos de tiempo severo, se puede cancelar escuela completamente.

Durante tiempo severo, la estación de radio, KKYN, 106.9 FM sera notificado sobre retrasos de la empieza de escuela o cancelación por las seís (6:00 a.m.) de la mañana. Pueden escuchar la estación de radio KKYN, 106.9 FM en el Canal 12 de television tambien.

Tambien, pueden referir a los estaciones de televisión en Lubbock sobre cancelaciones de escuela o si empiezan tarde. Las escuelas de sus niños tendrán más información para compartir con ustedes de los planes de acción sobre el tiempo severo.

Tambien, les avisamos que en caso de tiempo severo durante el dia, y tenemos que terminar escuela temprano, escuchen a los estaciones del radio local, Canal 12 en el television, y tambien en el website del distrito que es www.plainviewisd.org.

**Attendance Regulations**

***Compulsory Attendance:***

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their nineteenth birthday shall attend school.

***90% Rule:***

A student shall be given credit for a class only if the student has been in attendance 90% of the minutes the class is offered, unless the campus attendance committee allows the student to earn credit because of extenuating circumstances.

***Notice of Absences:***

The district shall notify a student’s parent if the student has been absent from school, without excuse, **on three days or parts of days within a four-week period** or if the student is absent from school on **ten or more days or parts of days within a six-month period in the same school year.**

***Court filing for Unexcused Absences:***

The student’s parent and/or the student are subject to prosecution for unexcused absences on **three days or parts of days within a four-week period** or if the student is absent fromschool on **ten or more days or parts of days within a six-month period in the same school year**. Campuses will file within 7 days of the last absence.

***Excused Absence*:**

A person who is required to attend school may be excused for an absence resulting from any cause acceptable to the principal of the school in which the person is enrolled.

In order for the principal to consider excusing an absence, a student shall bring a note for each absence that describes the reason for the absence. The note shall be signed by the student’s parent or guardian. If the student is 18 years or older or has been declared by the court to be an emancipated minor, the student may sign in place of a parent or guardian. A maximum of three parent notes will be accepted for the first 18 weeks (1st and 2nd quarter) of school, and a maximum of three parent notes will be accepted for the second 18 weeks (3rd and 4th quarter) of the school year.

***Timeline for Notes:***

All absences notes provided for consideration are expected to be **submitted within five** **school days** after the student returns to school.

Notes will be accepted for consideration until the campus files the “Failure to Attend” record with the court

***Absence(s) Due to Appointments with Health-Care Professionals:***

The district shall excuse a student for an absence resulting from an appointment with health-care professional if that student begins classes, or returns to school, on the same day of the appointment. A note signed by the health-care professional and the parent note must be brought to the campus officials. The student must satisfactorily complete the work missed on those days. **The absence shall be counted as a day of compulsory attendance.**

***Road To Success (RTS):***

The purpose of RTS is to give students an opportunity to recover credit through APEX instruction and complete missing assignments for all classes. Students will be assigned to RTS when their attendance rate has fallen below the 90% attendance rate set by the state. Students can be assigned to RTS either by the school’s principal or by the court. RTS will run from 3 p.m.– 4 p.m.. Assignment to RTS will begin with at least a 4-day placement. Days can and will be added due to attendance.

**Tardies:**

Students are required to make up tardy minutes the day of their tardy

1st Tardy – minutes owed

2nd Tardy – minutes owed

3rd Tardy – ISS (1 day)

4th Tardy – ISS (2 days)

5th Tardy – minutes owed

6th Tardy – A.E. (5 days)

**D-Hall**

1. Teacher assigned D-Hall will be completed the next school day
2. Failure to attend will result in a 45 minute lunch D-Hall plus the originally assigned 30 minutes of D-Hall
3. Failure to complete step 2 will result in an ISS placement
4. If a student is assigned ISS, they are required to stay till 3:40
5. Students who have early release will sacrifice their early release if assigned to ISS

**ASH PROGRAM**

**PARENT INVOLVEMENT POLICY**

***STATEMENT OF PURPOSE***

The Ash Program is dedicated to providing a quality education for every student that attends the school. To accomplish this objective, we want to establish partnerships with parents/guardians and community members. The Ash Program believes that establishing and maintaining open lines of communication with parents will expand and enhance learning opportunities and create the best learning environment for every student.

***PARENTAL* *INVOLVEMENT***

Parents/guardians, members of the community, and school staff will meet to discuss the design and implementation of parental involvement. The Ash Program will actively recruit participation through various activities. Participation will be opened to all interested parents/guardians. At least two meetings will be held for parents to interact with staff members where they will be encouraged to become involved in revising and updating the policy as necessary. Meetings will be held at convenient times. Notice of the meeting will be provided. Translators will be available to help with non-English speaking parents/guardians.

***SCHOOL-PARENT COMPACTS***

The Ash Program will participate in the district developed School-Parent Compacts. These will be made available as the student enrolls at this campus. This compact will provide an outline to enable the school and parents/guardians to share responsibility for student performance and success. This compact explains how students, parents/guardians, and staff will share responsibility for promoting student achievement.

***PARENTAL INVOLVEMENT OPPORTUNITIES***

Ash High School will support many varied ways of parent involvement as it strives to develop and maintain an optimum learning environment for all students:

* Spanish translators will be provided for parents when needed.
* Information will be provided in Spanish when needed.
* Parents may contribute through volunteer programs.
* Parents may contribute by creating a supportive home environment.
* Parents are invited to participate in parent-teacher conferences.
* Parents may participate by attending school meetings (open house, student programs).
* Parents are invited to serve on committees.
* Parents are invited to participate in lunch and planning meetings.
* Parent/student interviews are held prior to enrolling.
* Opportunities to eat lunch with student are available to parents/guardians.

***STAFF AND PARENT COMMUNICATION***

Parents will be welcomed to various activities throughout the school year. Weekly agenda will be emailed, teacher notes, conferences, personal contacts, phone calls, and written notices will be used to establish and maintain open lines of communications with parents/guardians.

***EVALUATION***

The Plainview High School Advisory Committee will be involved in the process of school review and improvement. The evaluation will include an assessment of parental involvement and what barriers still need to be overcome. The school will revise its policy based on this annual review.

**HUMAN SEXUALITY INSTRUCTION**

Human sexuality instruction is not provided in designated courses in elementary through secondary grades. The District’s Health Education Advisory Council has recommended appropriate grade levels for human sexuality instruction and the content covered in each grade level. Parents have the right to remove a student from any part of human sexuality instruction.

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***Health Education (Required Course) Grade 9-12 ½ Credits***

 **(30 Instructional hours)**

* Making choices regarding personal health
* Building and maintaining healthy relationships among family, friends, etc.
* Dating and marriage relationships
* Parenting – a family, a future; the young parent; the human embryo; the miracle of life video
* Sexual abuse, rape, date rape – Avoiding situations, danger signals, what to do, legal implications
* Sexual activity and minors – legalities, consequences, choices
* Fetal development – Conception through birth – the male reproductive system; the female reproductive system; human sex hormones; female sex hormones; the embryo; the young parent; early infancy
* Sexually Transmitted Diseases – prevention, contraction, symptoms, treatment
* Understanding AIDS – effects on the immune system, contraction, symptoms, treatment, prevention
* Abstinence – making choices and decisions; tips that should be followed

***Biology Grades 9-12 1 Credit***

(30 Instructional hours)

* Reproduction – asexual and sexual
* Bacteria and viruses – transmission, symptoms, prevention, treatment
* Reproductive System in Humans – anatomy and physiology in males and females, males and females, male and female sex hormones
* Genetics and Heredity – process of meiosis, gamete formation, crossing over, sex – linked traits, predictions, mutations; genetics and heredity; The Blueprint of Life video.

***Psychology Grades 11-12 ½ Credit***

(5 Instructional hours)

* Anatomy of the senses
* Study of psychological theories and experiments – childhood development
* Relationships and interactions between people
* Psychological theories concerning personality traits

***Sociology Grade 11-12 ½ Credit***

(5 Instructional hours)

* Adolescents in society – social pressures and problems
* Importance of teamwork
* Cultural changes (no sexual content)
* Socialization of America (no sexual content)
* Influences on adolescents and how to handle peer pressure

**ASH HIGH SCHOOL**

* Restricted closed campus (students can earn off campus lunch).
* Student transportation changes will only be accepted in person, by a parent, and must have a signed parent note on file.
* AE & SURGE students must all leave campus when dismissed.
* Medication **must be** turned into the office
* Students will ***not*** be allowed in the teacher's lounge
* Any student who is tardy must check in with the office to obtain permission slip before attending class
* All students must be signed out through the office.
* Students in the hall during class time must have their academic card signed.
* Students may be filed on in court for failure to attend school/class.
* All visitors will need to enter through the main entrance. All doors will be locked after school begins.
* Hats, caps, bandanas, armbands, gloves, or headbands will not be worn in the building.
* Public displays of affection will not be allowed.
* Sagging pants will not be allowed.
* Inappropriate language will not be tolerated.
* *Tagging* (graffiti) is not allowed on school property, personal property, on oneself, or others.
* Any student assigned to ISS, AE or SURGE is required to stay until 3:40.
* Usage of electronic devices is allowed only in the cafeteria before school, during lunch, or after school.
* All phone calls must be made through office school phone. Phone calls made on personal device could result in an ISS placement.
* Non-food deliveries will not be accepted for students.
* House shoes or sleep wear are not allowed.
* Students caught using their electronic device (s) will be required to turn in the electronic device and a $15.00 fee will be charged for the return of the device. Refusal to turn in the electronic device could result in a 5 day A.E. placement for the student.
* All students leaving early must sign out through the office.
* Crackers, peanut butter crackers, fruit, powerade & water in its original containers are allowed to be eaten in class for expecting moms.
* Students are not allowed to order or sign for food deliveries during the school day. Deliveries will be denied by the office staff.
* Boyfriends/girlfriends are not allowed to eat on campus during lunch
* Leaving campus w/out permission is truancy

**DISCIPLINE SETTING DRESS CODE**

* Button down shirt with collar and long sleeves (white color, no print)
* Shirt must be tucked in, buttoned up and sleeves extended to cover arms.
* Long pants with belt loops (Jeans or Khakis)
* Belt must be worn at all time and at natural waist level.
* Closed toe shoes (sneakers, athletic shoes, boots, etc...)
* Jackets or Hoodies not allowed in classroom. If a student wears a hoodie or jacket to school, it will be hung in the discipline hallway
* No Jewelry

Students must be in compliance with the discipline dress code before entering the building. Refusal to comply will result with the student being sent home. Students will need to provide their own transportation.

**DRESS AND GROOMING**

The district’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

***Specific Dress Code Items (not an inclusive list)***

* No clothing with obscene or suggestive lettering or pictures.
* No shirts with beer, alcoholic beverage, drug, violence or death promotions.
* No see-through shirts, blouses, skirts, or shorts
* Clothing such as tank tops, spaghetti strap tops, strapless tops, razor back or one shoulder tops may only be worn over a shirt with sleeves.
* Students may wear pants with small holes as long as they wear tights underneath. No skin can show above fingertips when placed at side of student.
* Clothing must have finished borders.
* No blouses, shirts or pants that expose the midriff, bosom or buttocks.
* Students must wear shoes at school.
* Shorts, dresses, skirts (including slits) must be longer than the extended finger length.
* All clothing will be worn in its intended position and must cover all undergarments.
* No hats, caps, bandanas, armbands, gloves or headbands worn in the building.
* No sunglasses will be worn in the building; prescription sunglasses with a doctor’s permit only.
* Gang paraphernalia, clothing, and bandanas are forbidden; students must not shave eyebrows
* No sagging or oversized clothing. Students with oversized shirts will be required to tuck them.
* Trench coats, dusters, overcoats shall not be worn during the school day.
* Facial piercing will not be worn. Prohibited objects may include, but are not limited to straws, wires, or string.
* Tights and leggings are allowed only if the shirt reaches the appropriate fingertip length
* Blankets are not allowed to be used as a covering in the school building.
* **Other dress items not listed, but determined to be inappropriate or distracting, will not be allowed.**

*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 may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in a more serious disciplinary action in accordance with the Student Code of Conduct.*

***Prohibited items at school and school sponsored events:***

* Mace, pepper spray, tear gas, stink bombs, or similar items
* Knives, pocketknives, brass knuckles, or weapons of any kind
* Nun-chucks
* Razor blades and/or any attachments, which hold razor blades
* Firearms or pistols, including blank pistols and water guns
* Explosives, firecrackers, gunpowder, etc.
* Chains, except those specifically used to lock bicycles (must be kept & used on bicycle)
* Pipes, rods, sticks, clubs, and any such items fashioned to use as a device for hitting
* Dangerous drugs or narcotic drugs of all types; also look-alike drugs
* Cigarettes, e-cigarettes, cigarette lighters, matches, cigars, pipes, snuff and chewing tobacco or simulation products
* Alcoholic beverage
* Any object used as a weapon
* Dice (Non-Instructional)
* Laser Pointers

***General items not listed, but determined to be inappropriate, will not be allowed.***

**The Plainview Independent School District does not discriminate on the basis of sex, handicap, race, color national origin or age in the educational programs or activities which it operates, as required by Title IX, Section 504, Title VI; and the Age Discrimination Act, and the Americans with Disabilities Act (ADA). The district’s nondiscrimination policy extends or access to treatment or employment in its programs and activities within its jurisdiction. For information about student rights or grievance procedures, contact the Title IX Administrator, at Plainview ISD, 912 Portland.**