Welcome! The policies and procedures contained in this handbook are designed to help the school run smoothly so that you and your student will have a successful year at Navarro High School. This information has been carefully prepared so that it will help you adjust to our school and become an integral part of our community. The teachers are eager to help all students prepare for a successful adult life. We encourage students to study well and get involved in extracurricular activities as they are designed to help students enjoy school life. Remember, success is directly related to effort. Have a wonderful and productive school year!

-- The Navarro Admin Team

-- Mr. Covin, Mr. De La Cruz, Mrs. Bohanan, Mrs. Glienke, Mr. Idais and Mrs. Soto

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<td>Locker Agreement Form</td>
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POLICY OF AUSTIN I.S.D.
The Austin Independent School District does not discriminate on the basis of race, creed, color, national origin, sex, disability, or English language skills in its programs and activities. This is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of Rehabilitation Act of 1973 as amended; and Title II of the American with Disabilities Act.
SEX DISCRIMINATION

Title IX of the Education Amendments of 1972, Public Law 93-318, and regulations thereunder; require that school districts not discriminate against students on the basis of sex in educational programs and activities. If you have questions or concerns about sex discrimination in an educational program or activity with Austin ISD, please see your counselor or principal immediately. Any instance of sexual harassment should be reported immediately to a counselor, teacher, or administrator.

ADMINISTRATION

Steve Covin  Principal
Andrea Glienke  Academic Director
Larry De La Cruz  Academic Director
Corey Soto  Assistant Principal (House of Baldr)
Lisa Bohanan  Assistant Principal (House of Magnus)
Foad Idais  Assistant Principal (House of Odin)
Jason Berinksy  Early College High School Coordinator

GUIDANCE COUNSELORS

Teresa Holcombe  Counselor (House of Baldr) ........................................ 414-7408
Velma Gonzalez  Counselor (House of Magnus) ...................................... 414-7410
Julia Romero  Counselor (House of Odin) ............................................. 414-7407
Cynthia Rodriguez  Counselor .......................................................... 414-7409
Nydia Ortiz  Counselor ................................................................. 414-7409
Lauren Fuchs  Project Advance Counselor ........................................... 414-7418
Abby Steffek  Graduation Coach ..................................................... 414-7470

SUPPORT STAFF FOR FAMILIES & THE COMMUNITY

Michelle Caldwell  Principal’s Office Secretary ................................. 414-7414
Carla Lagunas  Parent Support Specialist ......................................... 414-7479
Gladys Loza  Building Manager .................................................... 414-6548
Leslie Gonzalez  Registrar / Transcripts ............................................ 414-7415 / Fax: 414-6424
Michele Serrano  Registrar (AM) / Data Processor (PM) .................... 414-9544 / 841-6101
Norma Martin  Dropout Intervention Specialist ................................. 414-7498
Monica Jean  Graduation Specialist .................................................. 414-6451
Emily Hersh  Librarian ................................................................. 414-7433
Deborah Watson  Nurse ............................................................... 414-7443

CAMPUS POLICE--SAFETY RESOURCE OFFICER (SRO)

Officer Wooden ................................................................. 414-7431
Officer Marquez ................................................................. 414-7497

DEPARTMENTS

Enkelejda Bylykku  Math .............................................................. 841-2617
Abigail Perroni  English ............................................................. 841-2521
Martha Burnett  Science ............................................................. 841-2386
Zach Anderson  Social Studies ..................................................... 841-2399
Mirtha Tabasco  Foreign Language ................................................ 414-4991
Tammy Edwards  Special Education ............................................... 841-6105
Tracy Cortez  Career & Technology Ed. (CTE) ................................. 414-7429
Jacob Anderson  Athletic Director .................................................. 414-6459 / Fax: 414-7474

Other Numbers

Other Numbers
AISD Administration Building. .......................................................... 414-1700
AISD Transportation (North) .......................................................... 414-6520
Campus Police Dispatcher. ............................................................. 414-1703

CONNECT WITH US

The best way to stay informed about what is going on at Navarro is to follow us on one or more of the following social media connections listed below. Feel free to LIKE, ask a question, and/or share a comment.


Facebook Page – https://www.facebook.com/Navarrohighschool.austin.tx
Twitter Page – @LHSvikingvoice  Instagram – @NavarroHS

2019-2020 NAVARRO BELL SCHEDULE

Navarro High School operates on a rotating A/B Schedule. A-Days occur every Monday/Wednesday and includes 1st-4th periods, as well as our Advisory program. B-Days occur every Tuesday/Thursday and includes 5th-8th periods. Friday alternates between A and B day each week unless otherwise noted.

<table>
<thead>
<tr>
<th>Period</th>
<th>Class begins at…</th>
<th>Class ends at…</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st / 5th period</td>
<td>9:00 AM</td>
<td>10:30 AM</td>
<td>1:30</td>
</tr>
<tr>
<td>Advisory</td>
<td>10:35 AM</td>
<td>11:00 AM</td>
<td>0:25</td>
</tr>
<tr>
<td>2nd / 6th period</td>
<td>11:05 AM</td>
<td>12:35 PM</td>
<td>1:30</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:35 PM</td>
<td>1:20 PM</td>
<td>0:45</td>
</tr>
<tr>
<td>3rd / 7th period</td>
<td>1:25 PM</td>
<td>2:55 PM</td>
<td>1:30</td>
</tr>
<tr>
<td>4th / 8th period</td>
<td>3:00 PM</td>
<td>4:30 PM</td>
<td>1:30</td>
</tr>
</tbody>
</table>

Late Start Dates

Seven times a year, all AISD High Schools have “Late Start.” This time is utilized as staff development/planning time. Buses run one hour later these days and school starts at 10:15. Breakfast will be served during Late Start days from 9:00am – 10:10am.

<table>
<thead>
<tr>
<th>Period</th>
<th>Class begins at…</th>
<th>Class ends at…</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td>2:00</td>
</tr>
<tr>
<td>5th period</td>
<td>10:15 AM</td>
<td>11:34 AM</td>
<td>1:19</td>
</tr>
<tr>
<td>6th period</td>
<td>11:39 AM</td>
<td>12:58 PM</td>
<td>1:19</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:58 PM</td>
<td>1:42 PM</td>
<td>0:44</td>
</tr>
<tr>
<td>7th period</td>
<td>1:47 PM</td>
<td>3:06 PM</td>
<td>1:19</td>
</tr>
<tr>
<td>8th period</td>
<td>3:11 PM</td>
<td>4:30 PM</td>
<td>1:19</td>
</tr>
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Late Start Bell Schedule–only on selected Thursdays [see dates directly above]
**Saturday School Dates**
Saturday School begins at 9 am and ends at 12 pm. Certified teachers are in charge of students, responsible for enforcing the rules, and ensuring students attending are working on school related assignments. Core content textbooks are available for students. Saturday school is open to any student who needs extra help and can also be assigned to a student by a teacher or an administrator.

<table>
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<tr>
<td>Sept 7</td>
<td>Jan 25</td>
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<td>Sept 14</td>
<td>Feb 8</td>
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<td>Oct 5</td>
<td>Feb 22</td>
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<td>Mar 7</td>
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<td>Nov 9</td>
<td>Apr 4</td>
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<td>Nov 16</td>
<td>Apr 25</td>
</tr>
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<td>Dec 7</td>
<td>May 2</td>
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**INITIATIVES AT NAVARRO**

**Smaller Learning Communities**
In an effort to better meet the needs of our students, Navarro is divided into three Houses: Baldr, Magnus, and Odin. As freshman, students are assigned a House and take all classes within that House for all four years of high school. Additionally, each House is led by one Assistant Principal and supported by one counselor. This enables a smaller group of teachers, an administrator and a counselor to better know your student.

**College and Career Readiness**
Through Navarro’s many and varied Career & Technical Education courses, dual credit courses, and Advanced Placement courses, our students have the opportunity to graduate high school well prepared for both college and career. We have a variety of career certifications students can achieve while still in high school, and students can accumulate up to two years of college credits.

**Advisory**
Additional support for your student is provided by a teacher adviser in a class called, L.I.F.E. (Navarro Integrated Functional Education) – that meets every day for 25 minutes. Advisers meet one-on-one with students to track their academic progress, prepare them for college, build relationships, and develop the skills needed for future success. Advisors also serve as another point of contact for parents. This year we are using a new Social and Emotional Learning (SEL) curriculum in L.I.F.E. class to help our students develop the fundamental skills they need to be effective in life. These skills include recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically.

**PBIS**
Navarro is excited to continue the highly successful Positive Behavior Interventions and Supports (PBIS) program. Students at Navarro are rewarded with “Valhalla Dollars” for showing positive behaviors and being academically successful. Students can take their Valhalla dollars to our school store, the “Viking Vault” where
they can purchase school supplies and other fun items for ‘free’ with their Valhalla dollars. Our mantra is  
*Pride, Respect & Responsibility!*

**VISITORS TO NAVARRO**  
All visitors are required to have a form of identification when visiting Navarro and must sign in at the Front Office in order to receive a visitor’s sticker. To ensure that Navarro maintains a safe environment, we do not allow students to bring guests or pets with them to school.

**MESSAGES AND DELIVERIES**  
The office staff is unable to deliver messages to students except in the case of an emergency. While reasonable efforts will be made to deliver messages, school personnel cannot guarantee their timely delivery. Deliveries of flowers, balloons, etc. cannot be made to the classrooms. Student deliveries will not be accepted in the office. Food deliveries by *parents or guardians* are permissible during the lunch period only and the student will be notified for pick up at the front office. Parents cannot drive and meet the student in the parking lot for food delivery.

**ATTENDANCE POLICY**

**Texas Education Agency Attendance Policy**  
“*Every child in the state who has not completed the academic year in which his/her 18th birthday occurred shall be required to attend the public school in the district of his/her residence or in some other district to which s/he may be transferred as provided or authorized by law. A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered*”.

**The Compulsory Attendance Law**  
The state compulsory attendance law requires that students between the ages of 6 and 18 must attend school and District-required tutorial sessions, unless the student is otherwise legally exempted or excused.  
- A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespassing.  
- All high school students must be in attendance a minimum of 90% of the total number of instructional days in the school year in order to receive credit in a course and to receive a driver's license.

**What do I do if my child is absent?**  
All absences require a documented note from doctors, courts, funeral homes, or a parent-written note upon their return to school. All notes must be submitted within three days to the Attendance Specialist, Belinda Arellano. Please include the following in each note:

- Student’s full legal name  
- Student’s ID #  
- Grade  
- Date(s) of absence(s)  
- Reason for absence  
- Parent signature  
- Parent phone number  
- Current date

**What is an excused absence?**  
Excused absences include, but are not limited to the following:

- Extracurricular activity  
- Medicaid appointment  
- College campus visit  
- Religious holy day  
- Court appearance  
- Human services  
- Illness  
- Medical  
- Pre-approved reasons

To be excused for a medical reason, the student must have been in school for part of the day and provide a note, from the doctor, that they visited the doctor on the same day. Undocumented or unexcused absences count when a decision is being made to file with the Travis County Court on a student who is in noncompliance with Texas State Law [see AISD Student Information Packet].
SPECIAL NOTICE: THIS HANDBOOK SERVES AS THE ATTENDANCE WARNING NOTICE

The District shall notify a student's parent in writing (the handbook) at the beginning of the school year that, if the student is absent from school for ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094 or to referral to a juvenile court in a county with a population less than 100,000.

Attendance Committee
Students who have lost credit from the previous semester due to absences will have an opportunity to meet with an Attendance Committee. The committee will then decide, based on the case the student presents, if they will be allowed to make up those hours for class credit.

Student Withdrawal for Non-Attendance
If a student is withdrawn for non-attendance (i.e., has not complied with 90% attendance), the following steps will be taken:

1. The student and parent/guardian will be notified through a warning letter sent to the address on file (school may only send 1 letter a year).
2. If the student has not improved attendance and/or shown 90% attendance after the warning letter, the student will be withdrawn administratively for non-attendance.
3. In order to re-enroll, the student and parent/guardian must attend an Attendance Workshop at the designated time mentioned on the warning letter. The student will be placed under an attendance contract at that time to maintain 90% or better attendance. After the workshop, the parent/guardian will receive a certificate and be presented at the time of re-enrollment with all the other enrollment paperwork required.
4. If the student continually fails to meet the 90% attendance compliance, the student can and will be withdrawn a second time for non-attendance. The student and parent/guardian will be expected to attend an Attendance Workshop and discuss with the House Dropout Intervention Specialist alternative education options that may help the student be successful. Upon completion of the aforementioned requirements, a behavior contract will be signed by the parent and student. Re-enrollment will be followed as explained in Step 3.

Truancy Policy
Excessive, unexcused absences may result in the referral of the parent/guardian and the student to the Travis County Court. Failure to appear in court or comply with the court order may result in a Class C misdemeanor that carries a maximum fine of $500 for each case plus court costs. The laws regarding truancy are found in Chapter 25 of the Texas Education Code.

Tardy Policy
Students are tardy when they arrive to class after the final bell. Students who miss more than 50% of a class period will be marked absent per state law. Students may be referred to the Travis County Court, assigned Saturday School, or receive an alternative punishment for excessive tardies such as the losing the right to participate in school sponsored activities [please refer to the Navarro Bell Schedule on page 4 for class start/end times].

Make-up Work Policy
The classroom teacher may assign make up work to any student that has missed class. It is the responsibility of the student, or parent/guardian, to request make up work as soon as the student returns; or in the event of an extended leave of absence. The student must complete the makeup work in a timely manner as specified by the teacher. A penalty may be assigned to any work turned in after the due date unless the reason is due to an excused absence.
STUDENT EXPECTATIONS

Attendance, participation, and behavior at school and/or district events for students compares to the business day for adults. Faculty and staff ask that students and their parents/guardians keep this thought in mind throughout the school year.

Language
The language at school and district events should be appropriate for those environments. Inappropriate language, as deemed by administration, will be followed by disciplinary action. Inappropriate language includes profanity, racial or sexually charged language; as well as obscene language and/or gestures.

Public Displays of Affection
Displays of affection, such as kissing and caressing, at school or district events are inappropriate. Violation of this policy will subject the students involved to disciplinary action.

Classroom Behaviors
Students are expected to be on time and prepared for their instructional day. The behavior in classes should be conducive to the teaching and a learning environment. Any other behavior will be addressed by the teacher and/or administration for further disciplinary action. Parents/guardians should contact the Front Office to relay a message to a student instead of calling or texting the student during class. This prevents interrupting the education of the other students and helping your student comply with the campus cell phone policy [refer to page 11 for the cell phone policy].

School Bus Behavior
Students riding on school buses are expected to follow the rules established to ensure the safe transportation of students to and from school. Students who are referred to an assistant principal for repeated violations risk losing their bus riding privileges.

Extracurricular activities, clubs, and organizations
Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Please note: Sponsors of student clubs and performing groups such as the band, choir, cheerleading, drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If there is a violation, it is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization [for further information, see policies FM and FO].

Assemblies/Sporting Events/Competitions
Students and parents/guardians attending school or district events have the responsibility to show courtesy and respect to other people attending the games, opponents, coaches, and officials; as well as demonstrate enthusiastic support of Navarro High participants. Students and parents/guardians will respect all private and public property; and follow all rules and regulations outlined in this handbook and the AISD Code of Conduct.

Emergency Operations
Situations may arise that necessitate the need for the practice and/or an actual implementation of emergency procedures. These include but are not limited to fire drills, tornado drills, and campus-wide lockdowns. It is imperative that we have the cooperation of students, families, and visitors to ensure the safety of all individuals on campus. Any student that is uncooperative or behaves inappropriately may be subject to disciplinary action.
Dress Code

**General Guidelines**

1. **Basic Principle:**
   - Certain body parts must be covered for all students at all times.
   - Clothes must be worn in a way such that abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
   - All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. **Students Must Wear**, while following the basic principle of Section 1 above:
   - A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
   - Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND
   - Shoes.

3. **Students May Wear**, as long as these items do not violate Section 1 above:
   - Religious headwear
   - Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight
   - Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff).
   - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
   - Ripped jeans, as long as underwear and buttocks are not exposed.
   - Tank tops, including spaghetti straps; halter tops
   - Athletic attire

4. **Students Cannot Wear:**
   - Violent language or images.
   - Images or language depicting drugs or alcohol (or any illegal item or activity), or any other substance prohibited under FNCF(LEGAL).
   - Hate speech, profanity, pornography.
   - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
   - Any clothing that reveals visible undergarments (waistbands and straps excluded).
   - Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”).
   - Accessories that could be considered dangerous or could be used as a weapon.
   - Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.
Extracurricular Activities

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct. (See FO series)

Dress Code Enforcement

5. Dress Code Enforcement
To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Campuses may have a more restrictive dress code with approval from the Campus Advisory Council and the Associate Superintendent as long as a more restrictive policy aligns with the “Purpose” defined in the policy.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/shape, or body maturity.

- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and
  - accusing students of “disturbing” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Office of School Leadership at 512-414-4820 to connect with the appropriate level Associate Superintendent (Elementary, Middle, or High School).
The Navarro Administrative Staff reserves the right to make final determination concerning appropriateness of student attire. This includes tattoos or piercings that may be disruptive to the learning environment, a safety hazard and/or gang associated.

For detailed information on the AISD Dress Code Policy, please visit: http://www.austinisd.org/parent-information/dress-code

Lunch Closed Campus Policy
Navarro High School campus will be closed for lunch for students in grades 9-11. To ensure smooth implementation of a closed campus, students will adhere to the following parameters:

- Students in grades 9-11 are NOT permitted to leave campus during lunch. Doing so may be a violation of City Ordinance NO. 9509424-W [see Curfew Ordinance directly below].
- Seniors have the privilege of leaving campus during lunch if they are in good standing; however, this privilege can be revoked. Seniors and their parents/guardians will be required to sign a compact to ensure they understand the expectations and consequences for abuse of the open campus privilege.
- Student identification cards (IDs) will identify seniors and other students who need to leave campus for school-to-career programs, internships, and other approved off-campus programs. Student IDs MUST be present to leave campus.
- Parents/guardians wishing to pick up their child for lunch must come to the main office to sign the student out. Students are not allowed to leave with the parent/guardian of a peer unless that parent/guardian is listed as a contact for that particular student in our database.

Curfew Ordinance
The City of Austin imposes a curfew ordinance to minors who are 10 – 16 years of age. While school is in session, it shall be unlawful for any minor to remain, walk, run, idle, wander, stroll, or aimlessly drive or ride about in or upon any public place in the city between the hours of 9:00 a.m. and 2:30 p.m. on Monday, Tuesday, Wednesday, Thursday, or Friday. Any minor violating the provisions of this ordinance shall be guilty of a Class C misdemeanor and cited by the Austin Police Department. Students involved in off campus programs will be given an off campus permit allowing them to leave campus during their assigned off campus program.
Cellular Phones/Electronic Devices
Board policy now allows students to have cellular phones/electronic devices on campus. Personal electronics are allowed before and after school, and during lunch; however, the student shall not use these electronic devices during the instructional school day, on school property, unless specified by the teacher as a method for enhancing student participation in the learning process. When a high school student violates this policy, the cellular phone/electronic device shall be confiscated and the following procedure will be followed.

1st Violation: Parents can come to the Main Office to pick up the phone between 8:00am – 5:00pm. If the parent cannot pick up the phone, the student may pick it up at the end of the school day and a $15 charge will be assessed.

2nd Violation: Parents/guardians will be charged $15 and a parent conference will be scheduled with an administrator.

3rd Violation: Repeated violations regarding the use of cellular phones and/or electronic devices after parent/guardian notification shall result in revocation of the student's privilege of possession of the device on school property. The electronic device(s) will be sent to AISD police in central office where the parent/guardian can pick up the devices and pay a $15 fine. Students who violate this policy shall be subject to established disciplinary measures.

Lost or Stolen Personal Items
School officials will assist with reporting lost or stolen personal items, including electronics, but are not responsible for the recovery of the items. Students are encouraged to maintain possession of valuable personal items at all times.

Gang Involvement
From the AISD Police Department
Texas law is very specific in defining what constitutes evidence of gang membership. Section 61.02 of the code of Criminal Procedure provides a list of criteria to be considered in classifying someone as a gang member. If a person meets any two or more of the following criteria, he or she can be documented by law enforcement as a gang member (subject to change by the legislature).

- **Self-admission** – the person admits gang membership. This can include photos or Internet postings of the person portraying him/herself as a gang member
- **Identification by reliable person** – the person is identified as a gang member by someone known to be reliable
- **Corroborated identification by a person of unknown reliability** – the person is identified as a gang member by a person whose reliability has not been established, but the identification is corroborated through other means, such as the officer’s observations, or other observed criteria
- **Evidence that the person frequents known gang areas and associates with known gang members** – a “known gang area” can be a neighborhood, a school, a street corner, or any other place where gang activity has been documented
- **Evidence that the person uses in more than an incidental manner, criminal street gang dress, hand signals, tattoos, or symbols** – this can include the use or display of bandanas, articles of clothing or accessories of a specific color, or that are worn in a certain manner. Symbols may include letters, numbers, words, marks, or other forms of expression
- **Evidence that the person has been arrested or taken into custody with known gang members for an offense or conduct consistent with gang activity**
- **Evidence that the person has visited a known gang member other than an immediate family member in a penal institution** – this includes jail, prison, or juvenile detention
- **Evidence that the person has used technology to recruit or solicit gang membership** – this can include use of the Internet, social media, e-mail, text messages, etc.
Gang membership is illegal in public schools in Texas. The Texas Education Code (Section 37.121) classifies gang membership or gang activity in schools as a Class C Misdemeanor, punishable by up to a $500 fine. There are also serious academic consequences for gang membership and activity in school, up to and including removal to an alternative education placement or expulsion, depending on the level of gang activity or membership. The law applies to both adults (17 and older) and juveniles (those under 17 years of age).

Students that meet two or more of the criteria listed above will be placed on a gang contract. The gang contract will outline specific provisions that the student will need to follow for a specified time period. Students who fail to follow the criteria set in the contract may subject to a removal or expulsion hearing. For more information, please visit: https://www.austinisd.org/police/resources/gang-awareness or call the Joint Juvenile Gang Intervention Unit at (512) 414-7328.

**Academic Behavior Center**

Navarro's Academic Behavior Center (ABC) is an on-campus setting where students may be placed as a result of the disciplinary process. The goal of ABC is to foster acceptable behavior and to promote student academic success. Placement in the ABC serves as an intervention to assist students in making appropriate decisions and to reinforce acceptable school behavior.

In addition to reflecting about their behavioral choices, students are expected to make academic progress through thoughtful and productive use of their time in the center. The center provides a quiet environment where students make the behavioral and academic progress to re-enter the classroom. Students will also support the Navarro community, and their productive place in it, through service learning on campus.

**ACADEMICS**

A portion of a student’s academic success is attributed to being prepared to learn. Preparation includes, but is not limited to the following: arriving to class on time and with the necessary materials, completing assignments in a timely manner, and actively participating during class activities. Students that are unprepared for class may struggle academically and be considered candidates for an academic intervention such as after-school tutoring or Saturday school.

**Awareness of Academic Standing**

Students are responsible for keeping up with their academic progress in each class. Teachers will update grades a minimum of once a week to ensure that students are aware of their academic progress. If a student has not mastered the learning objectives, the student will then be responsible for meeting with his/her teacher(s) to ensure a passing grade through tutoring and remediation.

**Cheating and Plagiarism**

Plagiarism is defined as the stealing and use of the ideas or writings of another as one’s own. Cheating and plagiarism are unethical and will not be tolerated by the faculty members or administrators. When cheating or plagiarism occurs, both parties (the one who allowed the copying and the one who copies) are equally guilty. Therefore, because of the seriousness of the breach of ethics, the following will occur:

1. The teacher will notify the student(s) that he or she have been caught cheating and/or plagiarizing.
2. The student’s grades will be determined at the teacher’s discretion (i.e. a zero, no grade, retest, reduction of points, or whatever the teacher deems appropriate).
3. The teacher will notify the student’s parent/guardian within 48 hours of the incident. This will be done for each offense. The teacher will explain to the parent what action he/she will take academically and that the assistant principal will assign disciplinary consequences; teachers will keep a record of their parent/guardian contacts.
4. Once the teacher has contacted the parent/guardian, the teacher will send a discipline referral (noting that parent contact has been made) to the assistant principal with a copy of the documentation.


**Homework / Tutorials**
Students are responsible for homework assigned by the teacher. If a student is absent and/or struggling with the classroom learning objectives, s/he should immediately attend tutorials. Each teacher is responsible for setting his or her tutorial scheduled. It is recommended that students see their teacher to obtain a schedule for each class.

**Grade Classification**
A student’s grade placement for a complete year will be determined by the number of credits he or she has the first day of classes. The number of credits needed to be classified in each high school grade are as follows:

- 9th grade / Freshman = 0- 4.5 credits
- 10th grade / Sophomore = 5.0 credits
- 11th grade / Junior = 10.0 credits
- 12th grade / Senior = 15.0 credits

Credits denied due to excessive absences are not included when determining credit totals.

**Honor Roll System**
The honor roll system recognizes and rewards academic achievement each grading period. Students are placed on honor rolls based on grade point average for the grading period. Eligibility for the honor roll has no direct relationship to National Honor Society for high school (NHS), which has requirements that include other factors.

- First Honor Roll 3.5000 and above
- Second Honor Roll 2.9000 to 3.4999
- Third Honor Roll 2.4000 to 2.8999

If a student makes an F (failure), or I (incomplete), or NG (no grade) during the six-weeks, the student is ineligible for the honor roll that six-weeks.

**Grading Scale**
The following scale is used to compute numerical grades into the mathematically computed score that is used to determine honor roll status, grade point average, and rank in class. The end of semester grade is recorded on the student’s transcript, the student’s permanent record.

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>TIER I (5.0 scale)</th>
<th>TIER II (4.0 scale)</th>
<th>TIER III (3.0 scale)</th>
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<tr>
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<td>Advanced Level</td>
<td>General Education</td>
<td>Prescribed Courses</td>
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<td>Courses</td>
<td>Courses (inclusive of courses with limited TEKS modification that do not impact exit-level testing)</td>
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**TIER I ADVANCED LEVEL COURSES**
Tier I courses include Pre- Advanced Placement (Pre-AP), Advanced Placement (AP), International Baccalaureate (IB), dual credit, state articulated Tech-Prep credit, magnet, and other TEA and District-identified advanced courses.

**TIER II GENERAL EDUCATION COURSES**
TIER II courses include grade-level -TEKS courses. TIER II also includes courses completed with limited modifications.

**TIER III PRESCRIBED COURSES**
TIER III courses include locally -developed modified TEKS courses, exit-level state assessment tutorial courses, and student-aide courses.
This information was obtained from the AISD Secondary Schools Information Guide (SSIG). For detailed information on the AISD Grading Scale, please visit: https://www.austinisd.org/academics/ssig

Pre-Advance Placement (Pre-AP)
The Pre-AP program is a level of challenging courses designed to teach students strong study skills and learning strategies. Pre-AP courses are offered in all grades and are taught by teachers with specialized training. Pre-AP courses carry weighted grade points.

Advanced Placement (AP)
The Advanced Placement program is a sequence of college-level courses taught by teachers with specialized training. AP courses require students to study content with more depth and complexity at a more challenging pace. AP exam results are used to grant college credit and course placement based on student performance and policies of individual colleges and universities. AP courses carry weighted grade points.

DELTA
DELTA is an online credit recovery program that is available for students who have academic needs and have failed courses required for graduation. Students work at their own pace in order to recovery credit. Interested students must contact their counselor to determine eligibility.

Valhalla
Service to the school and the community helps to develop leadership and character for a student’s future life. The faculty and staff at Navarro recognize students for this service. Valhalla is Navarro’s most prestigious honor; our “Hall of Fame”. The final selection is conducted by the faculty and staff at the end of each year from senior students who have indicated their desire to be a candidate. Valhalla candidates are judged on citizenship, service, character, and leadership displayed while at Navarro High School.

STUDENT RESPONSIBILITY TO NAVARRO HIGH SCHOOL

Commencement
Participation in commencement exercises is a privilege and can be withheld by administration. Additionally, a student’s participation in the commencement ceremony does not mean that a student has graduated. The completion of all requirements must be met in order to obtain a high school diploma – which is issued approximately two weeks after the commencement ceremony.

Graduation/Commencement Expenses
Students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture; both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. If graduation requirements are not completed by commencement, refunds will not be given for commencement expenses.

Insurance
Navarro High School does not carry insurance on any student. Students participating in athletics are expected to provide their own coverage. Students will be provided the opportunity to purchase insurance at the beginning of the school year. Athletes covered under their parent’s policies need not purchase additional insurance.

Career and Technology Education (CTE) Programs
Navarro High School offers Career and Technical Education (CTE) programs in Agricultural Science, Architecture & Construction, Business Education, Computer Applications, Cosmetology, Criminal Justice,
Family & Consumer Sciences, Health Sciences, and Digital Media. Admission to these programs is based on student interest and availability.

Navarro High School will take steps to ensure that all students have an equal opportunity to apply and participate in all educational and vocational programs. Some programs require fees for membership and activities. These fees will be noted in the syllabi.

**VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. District policy may be found at: http://www.austin.isd.tenet.edu/about/policy/district/index.phtml

**Parking Policy**

All students are encouraged to park in the student parking lot for their safety and that of their vehicles. In order to park in the student parking lot, students must obtain a parking permit from the School Resource Officers (SROs) on campus. The SRO office is located next to the 120s area. Please see the SROs before or after school.

There are two types of parking available to students:

1. **Reserved Parking** – a student reserved parking space may be purchased for $15.00. Students will be issued with a numbered hangtag, or sticker, which will reserve an assigned space in the student parking lot. The parking hang tag/sticker must be in the vehicle at all times to validate the assigned parking space.

2. **Open Parking** – students that do not reserve a parking space may park in any space not allocated to Reserved Parking. The parking hang tag/sticker must be in the vehicle at all times to validate the vehicle as property of a Navarro student.

- Parking in a Reserved Parking spot may result in the vehicle being booted or towed at the owner’s expense. The booted fine will be assessed by the school for $50.00. Cars are towed by J&J Towing Company http://www.jjtowingaustin.com/.

- Reserved Parking permits CANNOT be transferred between cars. A reserved parking permit is required for each car driven. Sticker permits are to be permanently attached to the vehicle, and placed in the left hand corner of the windshield above the inspection and registration stickers.

It is highly encouraged that students provide a drivers’ license and insurance for the protection of their vehicle while located on Navarro property; however, these documents are not required in order to obtain a hang tag / sticker. Any students parking in the community are expected to follow traffic laws and posted parking ordinances as well as displaying Navarro’s core values of pride, respect, and responsibility in relation to our neighbors and their property.

**HEALTH SERVICES**

**School Nurse**
The campus nurse is available to provide medical support for students that need to take medication, are experiencing health issues, or require emergency care. The nurse is available on designated days, which you may find posted on the nurse’s office door. Additionally, if the nurse is not available, you will need to follow the directions posted on the door. Students do not need a pass to visit the nurse before / after school and during
lunch; however, they will need a pass during all other times. The nurse is an important member of the faculty and staff and may be called upon during emergencies. Therefore, we ask that students not use the nurse’s office as a place to socialize or avoid class.

Medication at School
Schools do not provide medicines for students. The parent / guardian must send any medicine that is necessary during school hours or kept for emergency use such as asthma, “cramps”, or serious allergic reactions. When medicine must be taken at school, Texas law requires that it be in its original, labeled container, and with the parent / guardian signed written request. The container and parent / guardian note must include:

- Student’s full name
- Name of medicine
- Purpose of medicine
- Dosage
- Time of day medicine is needed
- Method that medicine is to be administered

Navarro requires that all medicine be checked in with the nurse.

SCHOOL FACILITIES
In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, School & District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law (for further information, see policy FNF).

Common Areas
Navarro’s common areas are conducive to enjoy passing periods and lunch time only. Hence it is the Navarro student body’s responsibility to use appropriate etiquette and to maintain these areas by picking up trash, respecting the school building, etc. Student excellence will be recognized and rewarded through PBIS (Positive Behavior Interventions & Support); which will focus on positive behaviors exhibited in classrooms, hallways, restrooms, and cafeteria.

Lockers
Students may checkout a locker from Navarro High School by paying $1.00 and completing a Locker Agreement Form – which may be found at the end of this handbook. Please bring the complete form, with payment, to Ms. Gladys Loza; her office is located between the 200s and 250s. Having a locker is a privilege and not a right. Lockers will be assigned only if the student and parent/guardian agree to the rules listed in the Locker Agreement form. Violation of these rules will result in the loss of the privilege of having a locker.

Bicycles
Bicycle racks are located in the northeast section of the campus between the main office and large gym. If students bring their bikes to schools, they may not ride them on the sidewalks or inside the main building. Students that bring their bikes to school must bring their own lock. Bicycles that are secured to objects other than a bicycle rack will be considered improperly secured and subject to removal or impoundment at the owner’s expense. Bicycles left at the racks at the end of each semester will be considered abandoned and will be removed. The school is not responsible for damaged or stolen bicycles. Students are encouraged to speak to the campus police if they notice that their bicycle has been damaged or stolen.

Skateboards
Students may not use/ride skateboards anywhere on the school campus. If students bring their skateboards to school, they must be placed in their school locker (excluding gym lockers) immediately upon their arrival to school. They will be confiscated and only returned to the student’s parent / guardian.
Obligations
Students that fail to return school property or fundraising materials are subject to be placed on an obligation list. This list can prevent students from participating in activities or receiving a copy of their diploma.

Textbooks: Classroom textbooks may be issued to the student per request. It is the student’s responsibility to maintain the textbook in good condition. Textbooks should be returned at the end of the academic school year or as a part of the withdrawal process. If this does not occur the student will automatically be placed on the school obligation list.

School Property: School property belongs to Navarro High School and AISD. Any property that is purposely damaged will result in disciplinary action by an administrator and may result in a monetary fine. Any assigned materials, books, lockers, etc. are the property of Navarro High School and AISD, and must be returned in the condition that they were received. Students who fail to return materials, books, lockers, etc. will be put on the obligation list and this may prevent the student from receiving a transcript or diploma.

RIGHT TO CONFISCATE
Stolen items, illegal items, or dangerous items may be confiscated or impounded by administration and/or campus police. These items may be used as evidence in school disciplinary procedures and may not be returned to the student or parent / guardian.

Prohibited Articles
Issues arise each year because students bring articles which are hazards to the safety of others or interfere with the learning process. Such items include but are not limited to dice, fireworks, weapons, knives, water guns, mace, and drugs. A weapon is considered to be any item that can be used to inflict injury. Possession of any of the above items is prohibited. The item(s) will be confiscated and the student will be subject to disciplinary and possibly legal action. Any item that has what is commonly described as “gang writing” or “tagging” is prohibited.

Alcohol & Drugs
In accordance with Texas Education Code 37 and AISD policy, Navarro High School prohibits the consumption, possession, sale, or being under the influence of alcohol or any prohibited drug. Any student suspected of and/or involved in such activity will be removed from campus to an alternative learning center through a mandatory discipline hearing. Navarro High may file charges, or the SRO may ticket or arrest students involved in such activity. Please consult the AISD Code of Conduct for more information. It is available at www.austinisd.org.
WHAT TO DO WHEN YOU HAVE A CHROMEBOOK ISSUE

DOES IT HAVE A TECHNICAL ISSUE?  

ARE YOU UNABLE TO LOGIN?
CALL OR ASK
A teacher can help you change your password through their portal. If they don’t know how, call the Help Desk from a campus phone dial: 44937 or from a non-campus phone dial: 512-414-4357.

ALL GENERAL ISSUES
POWERWASH (RESET)
Have a teacher help you power wash or show you the directions to reset your Chromebook. If the teacher is unable to help you go to the library.

CAN'T CONNECT TO WIFI?
LOOK AT THE TIME
Make sure your date and time are correct under settings. After you know they are right, try reconnecting to education and have a teacher use their credentials to get you back on the network.

GOT THE "HEY THERE" MESSAGE?
ASK YOUR TEACHER
You have been locked out! A teacher may have not wanted you to look at a site during their class. If it is not your current teacher, contact your other teachers to see if they locked you out on accident.

STILL NOT WORKING?
DOUBLE CHECK
That you've done all the steps above. If you have and it still will not function for you (and you need it immediately in a class) get a pass from your teacher to go to the library for help.

IS IT LOST/STOLEN/BROKEN OR DO YOU NOT HAVE ONE?

PICK ONE UP
Chromebooks are given out every day at lunch in the Bookroom (Room 260). Make sure your permission slip is signed and give it to Ms. Loza in exchange for a device.

DON'T HAVE A DEVICE?
GET A REPLACEMENT
See Ms. Loza in the Bookroom (260) at lunch and bring money to get a replacement for what you’re missing. Replacement cards cost $15, replacement bags cost $15, and replacement Chromebooks cost $159 (for intentional damage only). If you unintentionally damaged your Chromebook (i.e. accidentally dropped it and the screen cracked) you will not be charged.

LOST OR DAMAGED SOMETHING?
SWAP IT OUT
See Ms. Loza in the Bookroom (260) during lunch and bring your Chromebook that will not charge in order to get a replacement. If this starts happening during a class where you need it, the library can also help you.

BATTERY WON'T CHARGE?
ASK & FILE A REPORT
1. Ask EVERYONE (your teachers, parents and friends) and retrace your steps.
2. If you lost it or think it was stolen ON campus, you need to file a report with the campus SRO.
3. If you lost it or think it was stolen OFF CAMPUS, you need to file a report with the police department where it was lost or taken (Austin PD, Pflugerville PD, etc.)
4. Once you have a police report, bring a copy of the report to Ms. Loza in the Bookroom (260) at lunch to get a new device.

DID YOU LOSE IT OR WAS IT STOLEN?

HAVE QUESTIONS? ASK YOUR PEER OR A TEACHER WHERE TO START.
COMPUTER USE

Austin Independent School District Acceptable Use Guidelines

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes and shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District, District policy, and law.

Availability of Access: Access to the District’s technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, district policy and law.

RULES FOR APPROPRIATE USE
- If you are assigned an individual account for hardware and Internet access, you are responsible for not sharing the password for that account with others.
- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- The account is to be used primarily for educational purposes, but some limited personal use is permitted.
- As applicable, you must comply with the District’s record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and district records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school’s point of view.

INAPPROPRIATE USES
- Using technology resources for any illegal purpose or in violation of district policy.
- Damaging electronic communication systems or electronic equipment including: a) knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable; b) defacing or altering equipment, or displaying lack of reasonable care in its use.
- Disabling or attempting to disable any Internet filtering device. Requests to disable a filtering device should be made to the District’s technology coordinator.
- Accessing sites not authorized under the District’s filtering policies. Encrypting communications to avoid security review.
- Using any account or login credentials other than your own.
- Sharing your account or login credentials with anyone else.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user’s posting, transmission, or receipt of electronic media.
- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
- Violating others’ intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Use of unlicensed software, or altering district installed software.
- Wasting school resources through improper use of the District’s technology resources, including creating and distributing chain letters, sending spam, or setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
- Gaining unauthorized access to restricted information or resources.

If you are a student:
- Posting or transmitting personal information about yourself or others, such as addresses and phone numbers.
- Responding to requests for personally identifying information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

CONSEQUENCES FOR INAPPROPRIATE USE: Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations, and may result in a) suspension of access to District technology resources; b) revocation of account. (See AISD Student Code of Conduct, Policy BBI, CQ and DH, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators). Violations of law may result in criminal prosecutions as well as disciplinary action by the District.
Austin Independent School District Acceptable Use Guidelines

REPORTING VIOLATIONS: Immediately report any known violation of the district's applicable policies, Internet Safety Plan or acceptable use guidelines to Acceptable Use Violation Hotline at (512) 414-4466 or, if you are a student, to a supervising teacher. You must report requests for personally identifying information or contact from unknown individuals as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Monitored Use and Filtering
Electronic mail transmissions and other use of the electronic communications shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

Internet Safety
Austin ISD controls students' access to inappropriate materials, as well as materials that are harmful to minors. AISD also makes every effort to ensure student safety and security when using District electronic communications including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating students about digital citizenship such as cyber bullying awareness and response, as well as appropriate online behavior.

Digital Citizenship
Education in the proper use of technology resources will be provided for employees and students with emphasis on safe and ethical use. Education is designed to promote district standards and acceptable use of technology resources as set forth in the AISD Internet Safety Plan, Board Policy, and Acceptable Use Guidelines. Education promotes student safety in electronic communications, including the internet, appropriate online behavior, and cyber bullying awareness and response. Users will be provided copies of the District's acceptable use guidelines.

Vandalism Prohibited
Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws.

Forgery Prohibited
Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Warning
System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate or objectionable material.

Disclaimer
The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, with respect to any services provided by the system(s) and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

Disclaimer of Liability
The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Copyright
Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).
Austin Independent School District Acceptable Use Guidelines

Email for instructional use – Grades 6-12 only
The District issues email accounts for students in grades 6 through 12 for instructional use only. The email is restricted for in-district communication. This is the student’s digital identity for online instructional and electronic content access.

Identifiers for online instructional tools:
The District shares limited student identifiers, such as Google ID and/or student email, with district-approved online instructional tools.

The Children’s Online Privacy Protection Act (COPPA)
COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age. The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet. The Rule applies to operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13. The Rule also applies to websites or online services that have actual knowledge that they are collecting personal information directly from users of another website or online service directed to children. Parents wishing to review websites used by AISD can go to https://sites.google.com/austinisd.org/technology/digital-resources/power-tools.

I understand that my use/my student(s)’ use of the District’s technology resources is not private and that the District will monitor my/my student(s)’ activity. I have read these acceptable use guidelines and agree to abide by the provisions. I hereby release the District, its operators, and any of its affiliated institutions from any and all claims and damages of any nature arising from my use or inability to use these resources, including without limitation, the type of damages identified in the District’s policies and administrative regulations.

Signature __________________________ AISD ID#________________________ Date: __________________________

Parent Signature (when applicable) __________________________ Date: __________________________
Dear Parent/Guardian,

Everyone:1 is designed to allow your child to take their assigned computer off campus.

If you want your student to have the computer for use off campus, your student will attend training (written or online) where they will receive information regarding care and responsible use of the device.

If you prefer that your student use a personal computer from home, please ensure the computer meets the requirements outlined in the Bring Your Own Device (BYOD) section of this handbook.

Please note that a computer will not be available for your student to take home until this document is completed.

The device will be checked out to the student until the student is not enrolled in Austin ISD or asked to be returned by a campus administrator.

Parent Consent for Issuing Technology Equipment for Use at Home

☐ Yes, I want my child to have AISD technology equipment assigned to him/her for use at home.

☐ I want my child to use his/her personally owned device.

☐ No, I do not want my child to have AISD technology equipment assigned to him/her for use at home.

______________________________
Child’s Name

______________________________
Student ID Number

______________________________
Parent/Guardian Signature

______________________________
Date
Estimado padre de familia o tutor legal:

Todos:1 (Everyone:1) está diseñado para permitirle a su hijo/a llevarse su computadora asignada fuera de la escuela.

Si desea que su hijo/a use la computadora fuera de la escuela, el estudiante tomará una capacitación (por escrito o en línea) en la que recibirá información sobre el cuidado y uso responsable del dispositivo.

Si prefiere que su hijo/a use una computadora personal de casa, por favor asegúrese de que la computadora cumple con los requerimientos que se describen en la sección de este manual llamada "Trae tu propio dispositivo" (TTPD).

Favor de notar que no habrá una computadora disponible para que su hijo/a se la llave a casa hasta que llene este documento.

El dispositivo se le prestará al estudiante mientras que el estudiante esté matriculado en el distrito o hasta que un administrador de la escuela le pida que lo devuelva.

Consentimiento del padre de familia para la asignación del equipo tecnológico para el uso en casa

☐ Sí, quiero que le sea asignado a mi hijo/a equipo tecnológico de AISD para que lo utilice en casa.

☐ Quiero que mi hijo/a utilice su propio dispositivo.

☐ No, no quiero que se le asigne a mi hijo/a equipo tecnológico de AISD para el uso en casa.

________________________________________________________________________
Nombre del estudiante

________________________________________________________________________
Número de identificación

________________________________________________________________________
Firma de padre de familia o tutor legal

________________________________________________________________________
Fecha
APPENDIX: AMENDMENT ACKNOWLEDGMENT FORM

The Navarro High School Family-Student Handbook is a part of its AISD Parent Handbook. Just as academic skills must be learned, students must also acquire the knowledge that will make them responsible citizens. This means that they must learn the key attributes of ethical behavior that include, responsibility.

A positive safe school climate is needed in order to have quality teaching by instructors and affect learning by students. We believe that parents/guardians are essential and equal partners in this process and hence must be properly involved and accountable for the achievement and behavior of their student(s).

In a couple of weeks you will be receiving an AISD Student Code of Conduct and a Student Information Packet that will be sent home with your child. The packet will provide additional insight on the district guidelines.

Please Sign and return to your Advisory Teacher

Your child will sign in his/her L.I.F.E. class to indicate that he/she received a copy. However, Navarro faculty and staff would like to ensure that you also received the copy by signing the area below. This will let us know that you and the student received a copy of the 2018-2019 Navarro Family-Student Handbook.

Print name of student: __________________________________________________________

Signature of student: __________________________________________________________

Signature of parent: __________________________________________________________

Date: _______________________________________________________________________

Additional Family-Student Handbook copies will be made available upon request. Thank you!
APPENDIX: 2019-2020 NAVARRO HIGH SCHOOL LOCKER AGREEMENT FORM

Please read the following guidelines carefully before you decide to accept a locker from Navarro High School. Remember that having a locker is a privilege and not a right. Lockers will be assigned only if the student and parent/guardian agree to these rules. Violation of these rules will result in the loss of the privilege of having a locker!

1. Lockers are Navarro High School/AISD property on a loan to students

2. The school is not responsible for theft, damage, or vandalism of property including, but not limited to, personal property and textbooks. Navarro High School is not liable for personal property and not liable for damages to assigned lockers.

3. There will be a $1 fee for use of the locker.

4. Navarro High School reserves the right to search lockers at any time.

5. Students should keep only items necessary for the school in the lockers (i.e., textbooks, school supplies and sports equipment)

6. Valuables must not be left in the lockers.

7. At the end of each school day, lockers must be kept free from food and trash.

8. Students may only use lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without administrative permission.

9. Lockers must be in same condition at the end of the school year as they were in the beginning of the school year.

10. Students must not be at locker while classes are in session.

11. Please return this form to Ms. Gladys in the bookroom at your lunch time.

I agree to all the above conditions.

Print Student Name __________________________ Grade ______________ Student # ______________

Student Signature __________________________ Date ______________

Parent Signature __________________________ Date ______________

Office Use Only:

Locker #: ______________________

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