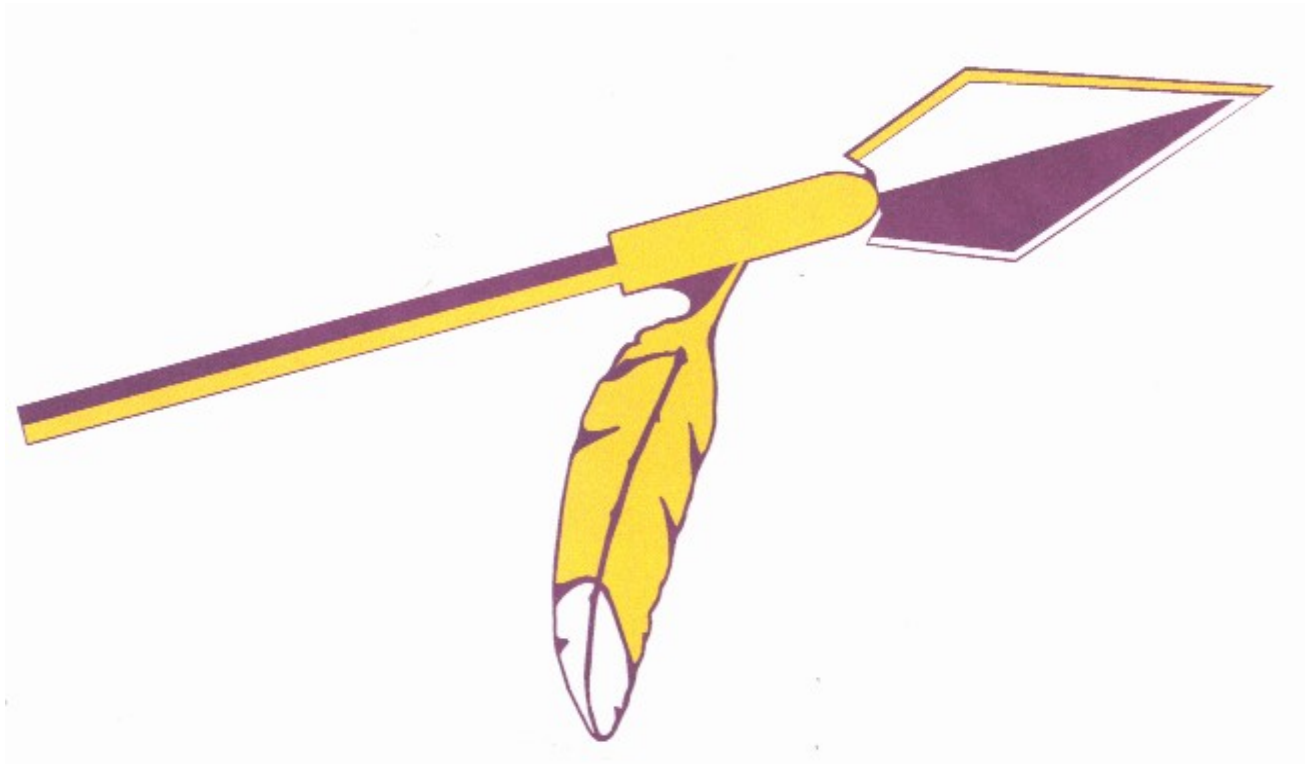


# ALVARADO JUNIOR HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2010 - 2011



1000 N. Cummings Dr.

PO Box 387

Alvarado, Texas 76009

Administration (817) 783-6840

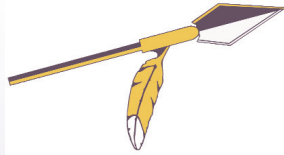
Counseling (817) 783-6877

Fax (817) 783-6844

ALVARADO INDEPENDENT SCHOOL DISTRICT

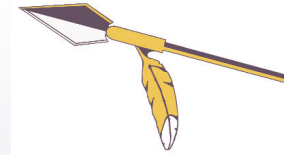
Alvarado, Texas

ALVARADO JUNIOR HIGH SCHOOL



# Alvarado ISD

## 2010-2011 School Calendar



**JULY 2010**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**AUGUST 2010**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SEPTEMBER 2010**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**OCTOBER 2010**

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOVEMBER 2010**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DECEMBER 2010**

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JANUARY 2011**

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY 2011**

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**MARCH 2011**

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2011**

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**MAY 2011**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JUNE 2011**

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**AUGUST**

16-20 .....Staff Development  
23 .....First Day of School

**SEPTEMBER**

6 .....Labor Day Holiday  
27 .....C-Scope Staff Development

**OCTOBER**

1 .....End of First Six Weeks  
11 .....Staff Development  
19-22 .....TAKS Testing

**NOVEMBER**

1 .....C-Scope Staff Development  
12 .....End of Second Six Weeks

22-26 .....Thanksgiving Holidays

**DECEMBER**

20-31 .....Christmas Holidays

**JANUARY**

3 .....Staff Development  
14 .....End of Third Six Weeks  
17 .....MLK Day/Holiday

**FEBRUARY**

21 .....Staff Development

**MARCH**

1-4 .....TAKS Testing  
4 .....End of Fourth Six Weeks

14-18 .....Spring Break

**APRIL**

4-5,7 .....TAKS Testing  
11 .....C-Scope Staff Development  
21 .....End of Fifth Six Weeks  
22 .....Holiday/Bad Weather Day  
25-29 .....TAKS Testing

**MAY**

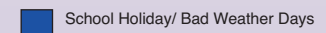
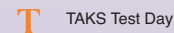
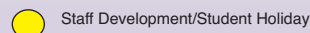
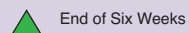
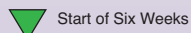
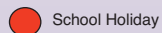
17-18 .....TAKS Testing  
30 .....Memorial Day Holiday

**JUNE**

3 .....Last Day of School  
6 .....Staff Work Day/Bad Weather Day

**CAMPUS PHONE NUMBERS**

Alvarado Administration .....783-6800  
Alvarado High School .....783-6940  
Alvarado Junior High .....783-6840  
Alvarado Intermediate .....783-6825  
Alvarado Elementary South .....783-6880  
Alvarado Elementary North .....783-6863  
Lillian Elementary School .....783-6815  
Instructional Services .....783-6812  
Alvarado Technology .....783-6851  
Alvarado Operations .....783-6807



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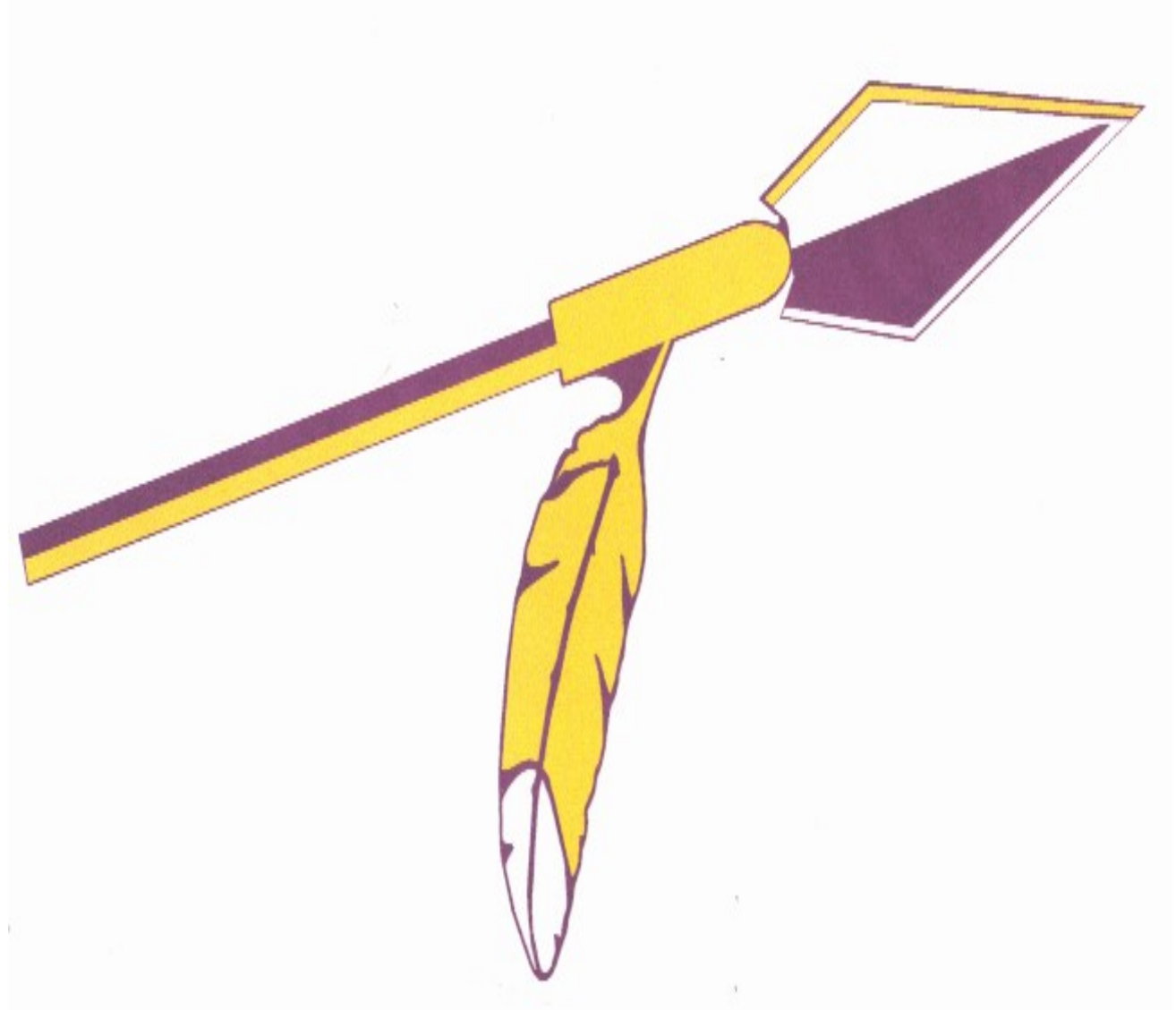
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# Go Indians!

**ALAVARADO JUNIOR HIGH STAFF**

Melodye Brooks – Principal  
James “Mickey” Groom – Assistant Principal  
LeAnne Byrd – School Secretary  
Cathy Peterson – Attendance  
Shelly Castania – Counselor  
Kellie Alexander – Registrar

**BOARD OF EDUCATION**

**Linda Neeley**, President  
**Tom Head**, Vice President  
**Kelly Price**, Secretary  
**Tom Durlington**, Board Member  
**Bill Kashub**, Board Member  
**Michael Percifield**, Board Member  
**Cris Ratliff**, Board Member

**CENTRAL ADMINISTRATION OFFICES**

(817)-783-6800

Superintendent . . . . .	Dr. Chester Juroska
Assistant Superintendent of Instruction . . . . .	Ellen Cooper
Assistant Superintendent of Support Services . . . . .	Larry M <sup>c</sup> Gough
Assistant Superintendent of Operations . . . . .	Mark Ratcliff
Executive Director of Technology . . . . .	Kyle Berger
Director of Human Resources . . . . .	MaryAnn Wood
Director of Special Education . . . . .	Arlene Gallagher



## **Bell Schedules**

<b>Master Bell Schedule</b>		<b>Early Dismissal Schedule</b>	
8:00-8:45	8:00-8:45	1 <sup>st</sup> Period	8:00-8:27
8:49-9:39	8:49-9:39	2 <sup>nd</sup> Period	8:31-8:58
9:43-10:33	9:43-10:33	3 <sup>rd</sup> Period	9:02-9:29
10:37-11:27	10:37-11:27	4 <sup>th</sup> Period	9:33-10:00
11:27-12:57	11:27-12:57	6 <sup>th</sup> Period	10:04-10:31
1:01-1:49	1:01-1:49	7 <sup>th</sup> Period	10:35-11:01
1:53-2:43	1:53-2:43	5 <sup>th</sup> Period	11:01-12:31
2:47-3:32	2:47-3:32	8 <sup>th</sup> Period	12:35-1:00

### Lunch Schedule

<b>Regular</b>	<b>Early Dismissal</b>
<b>A Lunch</b>	<b>A Lunch</b>
11:27-11:57 Lunch	11:01-11:31 Lunch
12:01-12:57 5 <sup>th</sup> Period	11:35-12:35 5 <sup>th</sup> Period
<b>B Lunch</b>	<b>B Lunch</b>
11:31-11:57 5 <sup>th</sup> Period	11:01-11:31 5 <sup>th</sup> Period
11:57-12:27 Lunch	11:31-12:01 Lunch
12:29-12:57 5 <sup>th</sup> Period	12:05-12:31 5 <sup>th</sup> Period
<b>C Lunch</b>	<b>C Lunch</b>
11:31-12:27 5 <sup>th</sup> Period	11:01-12:01 5 <sup>th</sup> Period
12:27-12:57 Lunch	12:01-12:31 Lunch

### **Pep Rally Schedule**

1:01-1:38	6 <sup>th</sup> Period
1:42-2:19	7 <sup>th</sup> Period
2:23-2:56	8 <sup>th</sup> Period
3:00-3:20	Pep Rally
3:20-3:32	8 <sup>th</sup> Period

**\*Students will not be allowed to go to their lockers before the pep rally, and the teachers will sit with their classes.**

**2010 - 2011**  
**Alvarado Junior High School's**  
**Student Handbook**



## ***PREFACE***

To Students and Parents:

Welcome to school year 2010 – 2011! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Alvarado Independent School District Student Handbook is designed to provide a resource for *some* of the basic information that you and your child will need during the school year.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Alvarado Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found in the back of this student handbook.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Students and parents will receive changes in policy that affect student handbook provisions through newsletters and/or other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their child and use it as a reference during the school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District’s policy manual is available online at the school website at [www.alvaradoisd.net](http://www.alvaradoisd.net).

### **Nondiscrimination**

Alvarado I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Mary Ann Wood at (817) 783-6800

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Laura Estes at (817) 783-6800

### **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Laura Estes at (817) 783-6800

Parent Involvement Coordinator, who works with parents of students participating in Title I programs:

Laura Estes at (817)-783-6800

### **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information please contact:

Arlene Gallagher at (817) 783-6800.

### **ACADEMIC PROGRAMS**

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices.

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. *The State compulsory attendance law states a student can only miss 10% of any given class for course credit.* Perfect attendance awards are given for no absences 100% all year.

### **Compulsory Attendance**

The state compulsory attendance law requires that a student 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.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction") assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A repeated nonattendance of the school, the student is assigned, *may also result in assessment of penalties by a court of law against both the student and his or her parents.* A complaint against the parent may be filed in the appropriate court 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, or
- Is absent on three or more days or parts of days within a four-week period.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the School Principal and then the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—*upon returning to school*—must bring a note, signed by the parent describing the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

### **Make-up Work**

All work missed due to an absence must be made up. Students will be allowed the same number of days to make-up work as they were absent (exception – one day absent, two days to make-up work, then 2 for 2, 3 for 3, etc.) Failure to make-up work during the prescribed time will result in a failing grade. It is the student's responsibility to confer with the teacher about make-up work. If the school does not receive a note concerning the reason for an absence within three days following the absence, all work will be made up at 70% value.

### **Request for Make-up Work by a Parent**

Anyone requesting make-up work will need to call or come by the office before 9 a.m. and specify the name of the student who has missed school and what days have been missed. The person making the request will need to indicate what class or classes (this can be found on student schedule card) for which assignments need to be collected.

Office personnel will send a note to each teacher for specified assignments that may be picked up in the office at the end of the school day.

Any work requested after 9 a.m. will need to be picked up the following day.

This procedure will be used by anyone other than students themselves. Parents and friends should not contact individual teachers for assignments, but should follow the above procedures.

### **Withdrawal for Failure to Attend**

Any student that misses five consecutive days, without any form of notification to the school, will be withdrawn from the first day of the five day absences. Students that come back after the absences will have to re-enroll in the counseling center. See Enrollment Procedures section.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **Bacterial Meningitis**

State law requires the District to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–



90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

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

### **Other Health-Related Matters**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal.

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. See the Student Code of Conduct and policy GKA.

### **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Student issued laptops also have restrictions associated as well. If students cannot follow acceptable use policies, then the student will lose access to the computer and miss out on educational opportunities.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

### **CONDUCT**

#### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

#### **Social Events**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual. Signing the student handbook return form indicates the parent/guardian’s permission to administer corporal punishment at the administrator’s discretion unless otherwise noted. Parent’s special instructions or restrictions of the use of corporal punishment should be specific in the comments area on the returned handbook form.

## ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexual Harassment / Sexual Abuse**

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

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Mary Ann Wood.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

### **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

### **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

### **Disruptions**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- ❖ Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- ❖ Interferes with an authorized activity by seizing control of all or part of a building.
- ❖ Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- ❖ Uses force, violence, or threats to cause disruption during an assembly.
- ❖ Interferes with the movement of people at an exit or an entrance to District property.
- ❖ Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- ❖ Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- ❖ Interferes with the transportation of students in District vehicles.

## **Electronic Devices**

Students are ***not*** permitted to possess such items as cell phones, cameras, pagers, radios, CD players, tape recorders, camcorders, I – pods, DVD players, electronic devices, games, or game-boys at school, unless prior permission has been obtained from the principal or designee. Without such permission, the item will be collected and turned in to the front office. Parents will always have to pick up the item in person between 7:30am and 4:00pm. The first incident does not involve any costs. However, there will be an administrative fee for every incident of \$15 dollars per item per incident after the first warning has been given. The school is not responsible or obligated to search and/or conduct investigations for any items missing/stolen.

## **Bullying, Cyber Bullying, or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Bullying among children is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. Bullying can take many forms such as hitting or punching (physical bullying); teasing or name – calling (verbal bullying); intimidation through gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by e-mail (cyber- bullying).

There is no one single cause of bullying among children. Rather, individual, family, peer, school, and community factors can place a child or youth at risk for bullying his or her peers.

“Cyber-bullying” is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor.

The methods used are limited only by the child’s imagination and access to technology. The kids often change roles, going from victim to bully and back again.

Cyber-bullying may arise to the level of a misdemeanor cyber-harassment charge, or if the child is young enough may result in the charge of juvenile delinquency. In some cases, if hacking or password and identify theft is involved, a serious criminal matter under state and federal law can be pursued.

Cyber-bullying by proxy is when a cyber-bully gets someone else to do their dirty work. Most of the time they are unwitting accomplices and don’t know that they are being used by the cyber-bully. This is the most dangerous kind of cyber-bullying because it often gets adults involved in the harassment and people don’t know they are dealing with a kid or someone they know.

The National Crime Prevention Council’s definition of cyber-bullying (electronic media) is “when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.” StopCyberbullying.org, an expert organization dedicated to Internet safety, security and privacy, defines cyber-bullying (electronic media) as, “a situation when a child, tween or teen is repeatedly ‘tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted’ by another child or teenager using text messaging, email, instant messaging or any other type of digital technology.”

All reported incidents of cyber-bullying, whether on campus or not, will be investigated by an administrator and/or School Resource Officer (SRO).

Cyber-bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e., hate speech), ganging up on victims by making them the subject of ridicule in forums, and posting statements as fact aimed at humiliation.

### **Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or school resource officer (SRO).

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). [See also policy FNCL.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities. Parents need to call the counseling center prior to arriving, and are strongly encouraged to make an appointment in advance, to ensure the accessibility of the counselors.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Student will be allowed access to a licensed clinical and/or master social worker during school hours unless a written refusal of services form is signed by the parent/guardian and returned to the campus counseling center. The counselor may also make available information about community resources to address these concerns.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.



## **Schedule Changes**

Careful thought should be given in selecting courses. Students should not change their schedules unless absolutely necessary. During the first week of the school year, your child will be given an opportunity to turn in a schedule change request in writing. Each of those requests will be considered. Many of the schedule change requests are not possible due to class size, availability, and course offerings.

## **CREDIT BY EXAM**

Alvarado ISD will provide Credit by Exam in grades K through 12 for the purpose of grade or course acceleration. Students in grades K through 5 may be accelerated one grade level upon successful completion of the exam, school recommendation, and parent consent. Students in grades 6 through 12 may earn credit for an academic course upon successful completion of the exam, school recommendation and parent consent.

You may register for Credit by Exam by contacting your campus counselor.

### **CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

### **CREDIT BY EXAM—IF A STUDENT HAS NOT TAKEN THE COURSE**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2010 – 2011 school year are available in the AJHS counseling center.

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. [For further information, see EEJB.]

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Student Non-school Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Non-student Non-school Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains

specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The principal or designee will designate a location for approved non-school materials to be placed for voluntary viewing by other students.

### **DRESS AND GROOMING**

The Board believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is suggested that students wear to school or school functions neat, clean, and appropriate clothing that meets the standards of this educational environment. Any extreme in clothing, hair cosmetics, jewelry, or appearance that may disrupt the normal operations of the school will not be acceptable.

**The following standards will be strictly enforced at Alvarado Junior High without any deviations from the rules:**

#### **7-12 Campus Standards**

- 1) Students' hair shall be clean, neat, and well-groomed. Hair styles or color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process. (i.e. no abnormal hair color; blue, green, pink, purple, etc.)
- 2) Students shall wear clothing and under-garments in keeping with their gender.
- 3) Students' undergarments will be covered at all times.
  - No flannel pants or pajamas will be allowed.
- 4) No half-length or bare-midriff shirts/blouses shall be worn. Shirt lengths should be long enough so that midsections shall be covered at all times.
  - Students should be able to raise their arms without exposing their midriff, regardless of whether or not a jacket or over-shirt is worn.
  - Clothing that exposes skin (see through garments, cutouts or holes in jeans, slacks, dresses or skirts, tank tops, spaghetti straps, sleeveless, strapless, etc.) will not be permitted.
- 5) All pants will be worn at waist level.
  - No cutoffs.
  - No spandex or athletic shorts will be allowed.
- 6) Hemmed shorts, split skirts, dresses and/or skirt lengths should be no shorter than the top of the knee cap. Slits must be no higher than the top of the knee.
- 7) Students shall wear shoes. **No house shoes or flip-flops are allowed.** Both feet of the student should be constantly in contact with the soles of their shoes.
- 8) No sunglasses should be worn in school buildings.
- 9) No glasses shall be worn with the lenses missing from the frames. (i.e. no 3 – D glasses with the lenses out of the frames)
- 10) Male students may wear one single stud earring.
- 11) No body piercing or body piercing spacers.
- 12) No facial hair.
- 13) No exposed tattoos.

14) Students are not to wear/carry items with either pictures, logos, phrases, letters, or words printed on them that are obscene, or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:

- clothing, book covers, jewelry, note books, and make-up, which have:
  - Satanic and/or gang-related symbols or expressions
  - nude/semi-nude figures
  - pictures or logos of alcoholic beverages or tobacco
  - logos associated with sexually explicit materials or symbols (i.e. Playboy symbol)
  - obscene gestures or words
  - pictures that depict prohibited substances
  - figures in sexually suggestive postures

15) Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly and shall include caps, visors, bandannas, scarves or kerchiefs, and similar hat-like apparel.

16) Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and spirit team shall be governed by the immediate person in charge of these activities, under the direction of the principal.

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The individual campuses will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the general welfare of students.

The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce this policy

### ***DRUG TESTING POLICY***

There will be two AISD drug testing programs – one voluntary and one mandatory. Information on both programs will be provided to all newly enrolled students as they register. Information will remain available throughout the year in the counseling center. In order to participate in either program, both the student and the student’s parent must sign documentation indicating their desire and consent. Students may join the program at any time during the school year.

1. A voluntary program will be available for all students in grades 7 through 12. Those who participate will be designated as a VOLUNTARY HERO.
2. A mandatory program and participating students will be designated as a CAPE HERO for all students in grades 9 through 12 who:
  - a. Are involved in **C**o-curricular activities,
  - b. Active **A**thletes,
  - c. Desire a **P**arking permit, and/or
  - d. Are involved in **E**xtracurricular activities.

### ***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.**



Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) — a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- The period of ineligibility begins seven days after the official grading period. The student may regain eligibility if they pass all of their classes on the next progress report. Eligibility does not begin until seven days following the three-week progress period.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, FFA, FCCLA, cheerleading, and athletic teams may establish standards of behavior—*including consequences for misbehavior*—that are *stricter than those for students in general*. If a violation 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.]

### **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the school principal at least 14 days before the event.

### **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, gang free-zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground

### **GRADING GUIDELINES**

The following percentages are used to determine the six weeks grade:

**MAJOR ASSIGNMENTS** - Daily and weekly tests, six weeks = 75%.

- A. Students will complete three major assignment grades each six weeks
- B. Six weeks test does count as one (1) of the major assignment grades.
- C. Giving of six weeks test is optional by teacher/department, but must be consistent by departments.
- D. Grades cannot be given for class participation.

**MINOR ASSIGNMENTS** - Daily work, class work, and homework = 25%. Grades cannot be given for class participation.

**PROJECT** - Book reports, research papers, notebooks, etc.

- A. Value can count as either major or minor assignments.
- B. Must be consistent within the department.

### **SEMESTER AND FINAL EXAMS**

Semester and final exams will be given at the teachers' discretion.

The semester grade is determined by averaging the three (3) six weeks grades, which count 80% and the final exam, which counts 20% of the semester grade.

The year's grade for a two-semester course is determined by averaging the first semester grade and the second semester grade, each counting 50%.

### **EXEMPTION POLICY**

For a student to have exemption eligibility, they must fulfill the following criteria:

**Excellent conduct.** There will be no discipline referrals to the office resulting in ACT, SAC, Corporal Punishment, Suspension, Directions, Alternative School, or Expulsion.

**Good Grades & Good Attendance.** One of the following combinations must be met:

- Grade Range 93-100: No more than 3 absences
- Grade Range 87-92: No more than 2 absences
- Grade Range 80-86: No more than 1 absence

Grades are based on the student's semester average. There is no weighted grade allowance. Extracurricular absences, pre-arranged college visitation day, documented medical absences, and tardies will not count against absences. Tardies will be handled through the discipline criteria.

All other absences will be counted against the exemption policy.

### **HEAD LICE**

Alvarado Independent School District has developed a "zero tolerance" procedure and determined that no child will be allowed to attend school with head lice. It is the goal of the school nurse on each campus in the Alvarado ISD to help as well as educate the teachers and parents on how to prevent the spread of head lice. Literature is available in the nurse's office and they will be happy to answer any questions you may have regarding head lice or any other health issue.

When a child is found to have head lice in the form of live bugs or nits (eggs), the following procedures will occur:

- The parent will be notified and asked to pick the child up from school.
- A letter explaining what to do to remove the lice from the child's head and treat the home will be provided to the parent.
- If a child is on free or reduced lunches, Lice Arrest will be provided once to the parent upon request to assist in treatment.
- The child will not be allowed to ride the bus home with live bugs or nits.
- At a minimal, the nurse will conduct a "mass screening" of the homeroom class to identify if the lice is widespread. It will be at the discretion of the nurse to determine if more screenings are needed.
- Upon the child returning to school, the parent will return the bottom portion of the note identifying the actions taken in the home.
- The child will only be given one excused absence for an occurrence of head lice.

## **IDENTIFICATION TAGS (I.D. TAGS)**

All students enrolled at Alvarado Junior High will be required to wear their school issued I.D. tag at all times, while on campus. The tags are already required in the cafeteria for breakfast and lunch. The only exception will be during athletics or physical education where the I.D. tag should be secured in a locker. Students should only wear their I.D. tag that was issued for the 2010 – 2011 school year. I.D. tags from previous school years will not be allowed on campus.

Each student will receive their I.D. at no cost. However, if the I.D. is lost, misplaced, or stolen, the cost to replace a lost I.D. is \$5 dollars. From time to time, the school administration may run a special where I.D. tags may be purchased for a reduced cost.

## **IMMUNIZATION**

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site: [http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal or a designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal or a designee may be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

- ❖ All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- ❖ All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

### **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- Medication from a properly labeled unit dosage container filled by a nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent if required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the District’s medical advisor and
- When the parent has previously provided written consent to emergency treatment on the District’s form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication including any device to administer the medication. The student and parents should discuss with the school nurse or principal if the student has been prescribed asthma or anaphylaxis medication for use during the school day.

[For further information, see policies at FFAC.]

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will make arrangements with the school nurse for all monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for information. [See policy FFAF]

## **PARENTAL INVOLVEMENT**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling**
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 783 - 6840 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences.**]
- Becoming a school volunteer. For further information, see policy GKG and contact Kenneth Estes.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Kenneth Estes.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

### ***“Opting Out” of Surveys and Activities***

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Parents also have a right:

To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.

To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.



[See **Student Records**]

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC.]

To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

## **PERSONAL PROPERTY**

The school is not, at any time, responsible for private/personal possessions. Students should mark all personal items. *All personal items should be able to fit in the locker, including backpacks.* A locker and lock is provided to every student at no charge to every student that requests one. Students who ride bicycles to school should park and secure them in the assigned place immediately upon arrival.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Before a student may participate in competitive athletics, a physical examination form must be secured from the school and completed by a doctor.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the counselor Shelly Castania and policy EIF.]

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

Every student must pass all levels of Exit Level TAKS to be eligible to graduate.

All students starting high school in the Fall of 2008 will be required to earn 26 credits to graduate.

## **PSYCHOTROPIC DRUGS**

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Students who must leave school during the day must bring a note from their parent that morning. Students must check out through the front office for a pass to the parking lot. Students who become ill during the school day should, with the teacher's permission, report to the nurse's office. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **Late Arrival to School**

A student who is tardy to class by more than thirty minutes will be counted absent for that class period. Repeated absences can result in mandatory make up time outside of the prescribed school hours and/or retention of current grade level

## **Withdrawing from School**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the counseling office.



The parent must accompany the student to the counseling center on the day of withdrawal in order to fill out the appropriate paperwork. The district forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. This will include discipline records as required by NCLB.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

### **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a progress report in every course.

Report cards must be signed by the parent and must be returned to the school within five days.

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. See policy EIA.

Progress reports will be given to students on the following dates:

Tuesday, September 14, 2010	Tuesday, February 8, 2011
Tuesday, October 26, 2010	Tuesday, April 5, 2011
Tuesday, December 14, 2010	Tuesday, May 17, 2011

Report cards will be given to students on the following dates:

Thursday, October 7, 2010	Thursday, March 10, 2011
Thursday, November 18, 2010	Thursday, April 28, 2011
Thursday, January 20, 2011	Thursday, June 16, 2011

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal or designee in accordance with FNG(LOCAL).

### **SAFETY**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

### **Drills: Fire, Tornado, and Other Emergencies**

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any emergency information.

### **Emergency School-Closing Information**

If it should be necessary to cancel or postpone school because of weather conditions, students should turn to one of the following radio/TV stations:

WBAP - Dallas/Ft. Worth (AM 820)

KXAS - Channel 5 TV

### **SCHOOL FACILITIES**

#### **Use By Students Before and After School**

The school will be unlocked at 7:20 AM. All students are to report directly to the old gym when they arrive at school. Students who arrive late to school will need to report to the office and check in.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

#### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before or after - school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

#### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Call Mark Ratcliff at (817) 783 - 6807 to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

#### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

## **Meetings of Non-curriculum-Related Groups**

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

## **Pest Control Information**

The district has an IPM policy in place. Periodically pesticides are applied inside school buildings. Information regarding the application of pesticides is available from the IPM coordinator, Vernon Trice at (817) 783 - 6807.

## **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the campus office. If you have any questions, please contact Kenneth Myrow at (817) 783 – 6807, district asbestos management coordinator.

## **Telephones**

If an emergency arises, the student involved must first obtain permission from his teacher before going to the office. Office personnel will decide if the call is justified. Students should not ask to use office telephones for personal calls. The office phones are for school business only. If a child becomes ill, the child is to ask his or her teacher to send her/him to the office. If the nurse determines the child is ill, either the nurse or the child, with the nurse's permission, will call the parent from the office.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. No other locks may be used without permission from school administration. The school is not responsible or obligated to search and/or conduct investigations for any items missing/stolen.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

## **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 permission 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. Every student vehicle must have a visible student parking sticker in the lower right side of the windshield. [See also the *Student Code of Conduct*].

## **Trained Dogs**

We may periodically use trained dogs to search the campus. If you have any questions about the use of trained dogs, please contact the principal.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school counselor.

## **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Arlene Gallagher, Director of Special Education at (817) 783 - 6800.

## **STATE-MANDATED ASSESSMENT TESTS**

Students at certain grade levels will take state assessment tests (such as TAKS) in the following subjects, as well as routine testing and other measures of achievement:

Mathematics

Reading

Writing

Social studies

Science

Any other subject and grade required by federal law.

**Students must pass all parts of the Exit Level TAKS test as part of the State requirement for graduation.**

## **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Student identification cards.
- Fees for lost, damaged, or overdue library books.
- Summer school for courses that are offered tuition-free during the regular school year.
- Make-up hours for those students not meeting the State compulsory attendance law.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the school principal.

### **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District’s policy manual. A copy of this policy may be obtained in the principal’s or Superintendent’s office or on the District’s website at [www.alvaradoisd.net](http://www.alvaradoisd.net).

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

### **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Alvarado ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of instruction for this school year. [See the **Acknowledgement Form** attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- ❖ The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- ❖ District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- ❖ Various governmental agencies or in response to a subpoena or court order.
- ❖ A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is also the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the principal’s office is P.O. Box 387, Alvarado, TX 76009

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG. [See **Student or Parent Complaints and Concerns** below for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District’s policy regarding student records is available from the principal’s or Superintendent’s office.

The parent’s or eligible student’s right of access to and copies of student records does not extend to all records. Materials that are not considered educational records—such as teachers’ personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

**SUMMER SCHOOL**

Students who are in need of remediation due to failing TAKS may be required to attend summer school.



## ***TRANSPORTATION***

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (817) 783 - 6807.

### **VIDEOTAPING OF STUDENTS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office. All visitors will be required to present a valid picture ID and to wear a visitor name badge while on campus.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Only parent(s)/guardian(s) are allowed to eat with students during lunch times. Any one other than the student's parent(s)/guardian(s) must obtain permission from the principal or designee.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the counselor's office.

On the student's last day, the withdrawal form must be completed to ensure book clearance, clear any library fees, cafeteria fees, and any other outstanding items/materials.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

# School Bus Rider's Safety Handbook



**Transportation Department**

**110 S. Bill Jackson Drive**

**PO Box 387**

**Alvarado, TX 76009**

**817.783.6807**

**[mccarpenter@alvaradoisd.net](mailto:mccarpenter@alvaradoisd.net)**

**Fax: 817.783.6892**





## ALVARADO ISD OPERATIONS DEPARTMENT

PO Box 387 ♦ 110 South Bill Jackson Drive

Alvarado, TX 76009

Phone: (817) 783-6807

Fax: (817) 783-6892

*Dear Parents and Bus Riders:*

*Alvarado ISD offers the privilege of bus transportation for all eligible students. Eligibility is determined by application of Board policy.*

*We believe that our bus service enhances the learning experience of each student. We are the first faces that they see each school day, and we want to start each day on a positive note. We have established these transportation rules in order to provide our students with a safe, comfortable, and pleasant ride to and from school each day.*

*Effective transportation service requires cooperation among bus drivers & staff, school administrators, students, and parents/guardians. We ask that you read and discuss this handbook with your students to promote a clear understanding of the responsibilities and expectations.*

The last page of this handbook is a Safe Bus Rider's Contract. Please complete the contract by providing all information. Sign the contract and return it to your school bus driver. Transportation service may be denied if this contract is not returned.

We appreciate your cooperation and support.

Sincerely,

Mark Carpenter

Transportation Director

## GENERAL RULES:

1. The bus is an extension of the classroom and the bus driver is an extension of the teacher. The district's **Zero Tolerance** policy is observed on district transportation. Obey all instructions given by the bus driver.
2. Board and leave the bus at **designated bus (home) and campus stops only**.
3. Bus routes are designed to provide transportation for students to their **designated bus (home) stop**. Do not ask to ride home on another bus or get off at a different stop. In an emergency or if the child is in imminent danger, **contact the Operations Department at 817-783-6807**.
4. Designated bus stops provide maximum loading capacity. Please do not ask for extra students to ride home or to school with your child.

## CONDUCT ON THE SCHOOL BUS:

The rules of conduct on the school bus include, but are not limited to, the following:

1. Seats are assigned by the driver.
2. **Students must remain seated in their assigned seat at all times.** For safety reasons, students are not considered seated when they are not facing the front or if they are sitting on anything, including their legs, books, etc.
3. Normal conversation between students in the same seat is permitted, but any loud talking or noises may distract the driver and create unsafe conditions. Drivers may switch on interior lights (or other means) as a signal for students to remain quiet.
4. **All students will remain quiet when the bus is approaching and while crossing a railroad crossing.**
5. The use of profane or vulgar language is not permitted.
6. Arms, head and other parts of the body or any handheld items are to be kept inside the bus at all times.
7. Do not mark, cut, scratch or dismantle any part of the bus or its contents. **The person who is responsible will pay vandalism costs. If no person can be identified, all persons assigned to the seat will share the cost. Transportation privileges will be denied until payment is received or the level of discipline is satisfied, whichever is longer.**
8. All personal items must remain in students' bags or purses while on the bus. They are not to be played with or passed around to others.
9. Excessive or malicious teasing (hazing) will not be tolerated.
10. Do not throw objects inside or out of the bus.
11. Keep books, packages, coats and all other personal items out of the aisle.
12. Keep hands to yourself.
13. All carry-on items will be held in the student's lap. Nothing will be allowed in the aisle or blocking the exits. Items that block the view of the driver are not permitted.

## PROHIBITED ITEMS:

1. **All** tobacco products.
2. Glass containers.
3. Weapons, explosive devices, harmful drugs, chemicals or laser lights, laser pointers.
4. All electronic devices (CD players, radios, Gameboys, beepers, cameras, **phones**, etc.)

5. Collectibles (Pokémon cards, baseball cards or current fad items, etc.)
6. Cigarette lighters, matches, any flammable items (including aerosols), perfume or cologne.
7. **All** alcoholic beverages.
8. Any object (musical instrument, shop/science/history project, etc.), which is too large to be held safely in the student's lap.
9. **All** food and drinks, gum, etc.
10. **All/Any** animals, insects or reptiles.

#### **PROCEDURES FOR WAITING FOR THE BUS:**

1. Bus drivers have been instructed to approach regularly scheduled pickup points utilizing amber warning lights (AWL). If the student is not visible at the pickup point at the regularly scheduled time, the driver may then turn off the AWL and proceed to the next pickup point without coming to a full stop. Therefore, be sure that your student is at the pickup point early. We recommend that your child be at the stop at least ten minutes before the scheduled pick-up time.
2. If you miss the bus, **go home immediately or go back into the school.**
3. Parents should instruct their children on what procedures to follow if they miss the bus.
4. Stand on the sidewalk or back from the roadway at all times while waiting for the bus.
5. When the bus approaches, form one line and be prepared to load immediately.
6. Stand clear of the bus until it comes to a complete stop.
7. **Parents are responsible for providing transportation to/from school if a child misses the bus.**

#### **LOADING THE BUS:**

1. **Do not push or shove when entering the bus.**
2. Use the handrail and step up one step at a time.
3. Go directly to your assigned seat. The bus is not allowed to move until **all** students are seated.

#### **DEPARTING THE BUS:**

1. Stay seated until the bus is completely stopped.
2. Use handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is started. **Do not chase or hang onto the bus as it pulls away.**
5. **If any article drops or rolls under the bus, do not go after it. Ask the driver for help. If the driver is leaving the site, wait until the bus is gone to retrieve the item.**

#### **CROSSING A STREET:**

Every attempt has been made to establish bus routes that prevent students from crossing streets. If a road crossing is inevitable, the following procedures must be followed:

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Student is to check in both directions and walk directly across the road.
3. **NEVER CROSS THE ROAD BEHIND THE BUS.**

4. **CAUTION:** Student should be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

### **ACCIDENTS OR EMERGENCIES:**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
  - a. The student nearest the door will open the door and hold it open.
  - b. Leave the bus in a single file, as quietly as possible.
  - c. Evacuation will start with the seat closest to the door.
  - d. Follow the driver's instructions completely.

### **EXTRACURRICULAR TRIPS:**

1. Regular bus rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.
4. The bus must return clean from the trip.
5. At principal's discretion, students suspended from regular transportation may not be eligible for extra-curricular trips.

### **DISRUPTION OF TRANSPORTATION**

Once a student has boarded the bus, they will be dropped off at their designated stop. The bus drivers do not have any way to verify custody, so we do not allow anyone to remove a student from the bus.

We also ask that parents do not attempt to stop the bus or delay the bus. Please call the transportation department if you have a concern or need to talk with the bus driver. Do not approach them at the bus stop or attempt to board the bus.

**It is a violation of state law (TEC 37.126) for non-riders to board a school bus or to impede its progress.** Violators will be prosecuted.

### **DISCIPLINE PROCEDURES**

The Director of Transportation will notify parent by telephone or mail for bus discipline violations. If a student is suspended from riding the bus, they must attend school during their suspension. Absence from school will necessitate an extension of suspension for days missed, and truancy charges may be filed.

## MINOR BUS DISCIPLINE

	Pre-K to 6th Grade	<i>7th to 12th Grade</i>
First Referral	Warning	Warning
Second Referral	Bus privilege suspension 3 days	Bus privilege suspension 5 days
Third Referral	Bus privilege suspension 5 days	Bus privilege suspension 15 days
Fourth Referral	Bus privilege suspension 10 days	Bus privilege suspension 90 days. This may carry over to the next year.
Fifth Referral	Bus privilege suspension 90 days	

## MAJOR OFFENSE

Major offenses endanger the safety and well-being of the passengers on the school bus. They include but are not limited to fighting, sexual misconduct, disorderly conduct, disruption of public transportation, destruction of school property, assault, criminal mischief, and terroristic threats.

Major offenses will result in suspension of bus privileges for a period ranging from ten to 180 days depending on the level of offense and prior discipline referrals. Other disciplinary consequences may also be applied including placement in a DAEP or JJAEP program. Law enforcement officials will be notified for major offenses, and tickets may be issued.

### **AISD Transportation will not transport students assigned to the Alternative Campus.**

False and/or incorrect information on transportation permits and/or campus records may result in student suspension of transportation privileges. Student records must be updated when emergency phone numbers or addresses change.

## GENERAL INFORMATION

1. **Alvarado ISD School Bus Drivers** are selected, hired and trained following rigorous selection criteria and a thorough criminal history background check. All AISD school bus drivers are trained through the Texas Department of Public Safety School Bus Driver Certification Course. Each driver has also earned a Class B Commercial Driver License. Bus drivers are required to pass a pre-employment drug test along with an annual physical and are subject to random drug and alcohol testing. AISD school bus drivers are professionals and are expected to conduct themselves as such at all times. They work hard to earn the trust and respect of parents/guardians and students. As a result of their dedication and professionalism, they will expect courtesy and consideration from all students and adults.
2. **Authorized Bus Stops** will be established within a reasonable walking distance of the home of every student eligible for transportation services. It is the responsibility of the Transportation Department to set designated bus stops with student safety, fairness and consistency in mind. All students should load and unload at their designated bus stop only. If a parent/guardian believes that a bus stop needs to be changed,

please contact the transportation supervisor to discuss your recommended solution. The decision to have a designated bus stop changed will be made only when it is in the best interest of safe transportation for that bus.

3. **Restricted Areas:** Alvarado ISD buses will not enter dead-end streets or personal property except when approved by the transportation supervisor. Generally, use of private property requires concurrence by the property owner.
4. **Video Cameras** (with audio) are utilized on most Alvarado ISD school buses. Federal (FERPA) regulations prohibit the viewing of these videotapes by the general public or parent/guardian. School or law enforcement personnel may use this information as safety training material and/or evidence of bus safety rule violations.
5. **Proper Seating:** School buses are designed for the safety of students. A major design factor is the compartment formed by each seat, which protects the students on that bench seat. In order for this compartmentalization to work properly, proper seating is required. While seated, each student should face forward. The student's torso should be facing forward at all times. The student's back should be flat against the back of the seat, and the student's bottom should be flat on the seat. Both feet and legs should be kept in front of their body. School buses are one of the safest means of transportation. When students are injured on a school bus, it is generally because they were not sitting correctly in their seat.

STUDENT'S NAME:

LAST

FIRST

MIDDLE

GRADE: SCHOOL:

AGE: Date of Birth:

ADDRESS:

HOUSE NUMBER AND STREET NAME ( No P.O. Box or Route Addresses )

**EMERGENCY INFORMATION**

Parent or \*Guardian's Name:

LAST

FIRST

MIDDLE

\*Legal guardian(other than parent): Please provide copy of court documents.

FALSE OR INCORRECT INFORMATION WILL RESULT IN SUSPENSION OF STUDENTS TRANSPORTATION PRIVILEGES.

PHONE:

HOME

WORK

CELL

PARENT OR GUARDIAN STATEMENT:

All students must have a Rider Permit to ride a bus - NO EXCEPTIONS. This is form MUST be completed and returned to bus driver within four days of issue.

As a parent or guardian, I understand that my child may lose/his/her right to ride an AISD bus if my child does not comply with the Bus Rules and Disciplinary Procedures and that it is ultimately my responsibility to transport my child.

I have received a copy of the Bus Rules and Regulations and Disciplinary Procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have received and understand the Bus Rules and Regulations and Disciplinary Actions.

\_\_\_\_\_  
Student Signature

FOR TRANSPORTATION USE ONLY: Designated bus stop location ( if different from home address):

Please return this form to your bus driver. If you will not be riding the bus, you do not need to complete this form.



NOMBRE DE ESTUDIANTE:

APELLIDO

NOMBRE

SEGI  
NOM

GRADO: ESCUELA:

EDAD: Fecha de Nacimiento: No. de Seguro Social

Dirección:  
NUMERO DE CASA Y NOMBRE DE CALLE( no p.o. box ni dirección de ruta )

**INFORMACION DE URGENCIA**

Nombre de Padre o \*Tutor Legal:

APELLIDO

NOMBRE

SEGI  
NOM

\*Tutor legal (que no sea padre): Favor de proveer documentación legal

INFORMACION FALSA U INCORRECTA RESULTARA EN SUSPENSION DE LOS PRIVILEGIOS DE TRANSPORTE .

TELEFONO:

CASA

TRABAJO

CELULAR

DECLARACION DE PADRE O TUTOR LEGAL:

Todos los estudiantes deben tener un Permiso de Viajar para viajar en autobus- No hay excepciones- Esta forma DEBE completada y regresada al chofer del autobus dentro de los 10 días despues de recibirla. Como padre o tutor legal, comprendo que mi hijo/a puede perder el derecho de viajar en un autobus del distrito si mi hijo/a no cumple con las Reglas del Autobus y los Procedimientos Disciplinarios sera ultimadamente mi responsabilidad de transportar a mi hijo/a. He recibido una copia de las Reglas del Autobus y los Procedimientos Disciplinarios.

\_\_\_\_\_  
Firma de Padre/Tutor Legal

\_\_\_\_\_  
Fecha

He recibido y he comprendido las Reglas del Autobus y los Procedimientos Disciplinarios

\_\_\_\_\_  
Firma del Estudiante

PARA USO DE LA OFICINA DE TRANSPORTE UNICAMENTE: Designated bus stop location ( if different from home address):

# **Student Code of Conduct 2010 – 2011**

## STUDENT CODE OF CONDUCT

### **Purpose**

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Alvarado Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

### **School District Authority and Jurisdiction**

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Standards for Student Conduct**

Each student is expected to:

- ✓ Demonstrate courtesy, even when others do not.
- ✓ Behave in a responsible manner, always exercising self-discipline.
- ✓ Attend all classes, regularly and on time.
- ✓ Prepare for each class; take appropriate materials and assignments to class.
- ✓ Meet district and campus standards of grooming and dress.
- ✓ Obey all campus and classroom rules.
- ✓ Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- ✓ Respect the property of others, including district property and facilities.
- ✓ Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- ✓ Adhere to the requirements of the Student Code of Conduct.

### **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

The district prohibits the following:

#### ***Disregard for Authority***

- Failing to comply with directives given by school personnel (insubordination).
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Refusing to accept discipline management techniques assigned by a teacher or principal.

#### ***Mistreatment of Others***

- Using profanity or vulgar language or making obscene gestures.
- Fighting or scuffling. (For assault see DAEP Placement and Expulsion)
- Threatening another student or district employee on or off school property.
- Engaging in bullying, harassment, and making hit lists.
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.
- Engaging in inappropriate or indecent exposure of private body parts.

Hazing.

Causing an individual to act through the use of or threat of force (coercion).

Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).

Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

### ***Property Offenses***

Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

Stealing from students, staff, or the school.

Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

### ***Possession of Prohibited Items***

Possessing or using:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- a pocketknife;
- mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

### ***Possession of Telecommunications Devices***

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day or on regular bus routes.

### ***Illegal and Prescription Drugs***

Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)

Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)

Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.

Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### ***Misuse of Computers and the Internet***

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### ***Safety Transgressions***

Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

Making false accusations or perpetrating hoaxes regarding school safety.

Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Throwing objects that can cause bodily injury or property damage.

Discharging a fire extinguisher without valid cause.

### ***Miscellaneous Offenses***

Violating dress and grooming standards as communicated in the student handbook.

Cheating or copying the work of another.

Gambling.

Falsifying records, passes, or other school-related documents.

Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.

Repeatedly violating other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

### ***Discipline Management Techniques***

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional

judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### ***Students with Disabilities***

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### ***Techniques***

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal (oral or written) correction.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.



- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### ***Notification***

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### ***Appeals***

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG (LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office.

Consequences will not be deferred pending the outcome of a grievance.

### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### ***Routine Referral***

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

#### ***Formal Removal***

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- ❖ Another appropriate classroom
- ❖ In-school suspension
- ❖ Out-of-school suspension
- ❖ DAEP

## **Returning Student to Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Suspension**

### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense ,
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co - curricular activities.

## **Disciplinary Alternative Education Program (DAEP) Placement**

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense ,
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### **General Misconduct**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
- Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Certain Felonies**

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student **may** be placed in a DAEP after an opportunity for a hearing before the board of trustees or its designee, if:

The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code, or

The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The board or the board's designee must determine that the student's presence in the regular classroom:

- Threatens the safety of other students or teachers,
- Will be detrimental to the educational process, or
- Is not in the best interest of the district's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

- The date on which the student's conduct occurred,
- The location at which the conduct occurred,
- Whether the conduct occurred while the student was enrolled in the district, or
- Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### ***Mandatory Placement: Misconduct That Requires DAEP Placement***

A student **must** be placed in a DAEP if the student:

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terrorist threat involving a public school.

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault under Penal Code 22.01(a)(1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence”)
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.

Engages in expellable conduct and is between six and nine years of age.

Commits a federal firearms violation and is younger than six years of age.

Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

Engages in conduct punishable as a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

- a) The student receives deferred prosecution ,
- b) A court or jury finds that the student has engaged in delinquent conduct , or
- c) The superintendent or designee has a reasonable belief that the student engaged in the conduct.

### ***Sexual Assault and Campus Assignments***

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### ***Emergencies***

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

### ***Process***

The principal or other appropriate administrator will make removals to a DAEP.

### ***Conference***

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

### **Length of Placement**

The principal or other appropriate administrator will determine the duration of a student's placement in a DAEP.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

- The student is a threat to the safety of other students or to district employees, or
- Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the principal or other appropriate administrator must determine that:

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration.

Appeals regarding the decision to place a student in DAEP should be addressed to the superintendent in accordance with policy FNG(LEGAL). All other appeals regarding a placement in a DAEP should be addressed in accordance with the policy FNG(LOCAL).

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

## **Restrictions during Placement**

State law prohibits a student placed in DAEP for reasons specified in state law from attending or participating in school sponsored or school-relating extracurricular activities.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless specified in the DAEP placement order.

## **Placement Review**

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the administrator of DAEP at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

## **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

- Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
- The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### ***Withdrawal during Process***

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### ***Newly Enrolled Students***

A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### ***Emergency Placement***

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP. Expulsion

### ***Discretionary Expulsion: Misconduct That May Result in Expulsion***

In deciding whether to order expulsion, the district will take into consideration:

- Self-defense ,
- Intent or lack of intent at the time the student engaged in the conduct, and
- The student's disciplinary history.

A student **may** be expelled for:

### ***Any Location***

Engaging in the following no matter where it takes place:

- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.



Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

- Aggravated assault.
- Sexual assault.
- Aggravated sexual assault.
- Murder.
- Capital murder.
- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at School Event**

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct.

### **Within 300 Feet of School**

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **Property of Another District**

Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

Engaging in serious offenses or persistent misbehavior that violates the district's Code, while placed in a DAEP.

## ***Mandatory Expulsion: Misconduct That Requires Expulsion***

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Federal Law**

Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun.

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Continuous sexual abuse of a young child or children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

### **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

### **Emergency**

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion **may** be made on a nonemergency basis.

### **Process**

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

### **Hearing**

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

- Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
- An opportunity to testify and to present evidence and witnesses in the student's defense, and
- An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

## **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

### ***Length of Expulsion***

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

- The student is a threat to the safety of other students or to district employees, or
- Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### ***Withdrawal during Process***

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### ***Additional Misconduct***

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

### ***Restrictions during Expulsion***

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

### ***Newly Enrolled Students***

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

- The out-of-state district provides the district with a copy of the expulsion order, and
- The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

- The student is a threat to the safety of other students or district employees, or
- Extended placement is in the best interest of the student.

### ***Emergency Expulsion***

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

### ***DAEP Placement of Expelled Students***

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## Alvarado ISD Glossary

**Armor** – piercing ammunition is handgun ammunition designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

**Arson** – occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open – space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town;
  - b. Knowing that is insured against damage or destruction;
  - c. Knowing that it is subject to a mortgage or other security interest;
  - d. Knowing that it is located on property belonging to another;
  - e. Knowing that it has located within it property belonging to another; or
  - f. When the person is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** – is defined by Texas Penal Code 22.01(a)(1). A person commits an assault if the person intentionally, knowingly, or recklessly causes bodily injury to another.

**Chemical dispensing device** – is a device, other than a small chemical dispenser sold commercially for personal protection, designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.

**Club** – is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, mace, and tomahawk.

**Deadly conduct** – occurs when a person commits an offense by recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** – may be offered to a student who is 17 or older, as an alternative to seeking a conviction in court.

**Deferred prosecution** – may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** – is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. Delinquent conduct also includes conduct that violates certain juvenile court orders, including probation orders. Delinquent conduct, does not, however, include violations of traffic laws.

**Explosive weapon** – is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a load report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

**False Alarm or Report** – occurs when a person knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** – is making remarks with aerosol paint or an indelible marker on tangible property of the owner without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** – means repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual’s race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

**Hazing** – involves any knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Knuckles** – is any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** – is any firearm that is capable of shooting more than two shots automatically, without reloading, by a single function of the trigger.

**Paraphernalia** – is any device that can be used to inhale, ingest, inject, or otherwise introduce a controlled substance into a human body.

**Possession** – means to have on a student’s person or in the student’s personal property, including but not limited to the student’s clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school – related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Reasonable belief** – determination can be made by the Superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure. Administrators may place a student in a Disciplinary Alternative Education Program (DAEP) if they have reasonable belief that the student has engaged in felony conduct under Title 5. Administrators also may place a student in a DAEP if they have reasonable belief that the student has committed felony conduct that is not a Title 5 offense, if the Superintendent believes the student’s continued presence in the regular classroom threatens the safety of other students or teachers, or will be detrimental to the educational process.



**Self – defense** – is using force against another when and to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Switchblade** – is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Short – barrel firearm** – is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** – occurs when a person threatens to commit any offense involving violence to any person or property with intent to:

1. Cause a reaction of any type to his or her threat by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause the impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Title 5 offenses** – involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

**Under the influence** – means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person’s physical and/or mental faculties may be evidenced by a pattern or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

**Use** – means that a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

**Zip gun** – is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

# Appendix I

## Acknowledgment Form

My child and I have received a copy of the Alvarado ISD Student Handbook and the Student Code of Conduct for 2010 – 2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Education Rights and Privacy Act (F.E.R.P.A.) and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade Level,
10. Enrollment Status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E – mail address.

In exercising my right to limit release of information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## **Alvarado Independent School District (ISD)**

### **Parental Involvement Policy**

- The Alvarado ISD will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- The Alvarado ISD will put into operation programs, activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures, including the process of school review and improvement, will be planned and operated with meaningful consultation with parents of participating children.
- The Alvarado ISD will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact.
- The Alvarado ISD will incorporate this district-wide parental involvement policy into its LEA plan.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the Alvarado ISD and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The Alvarado ISD will involve the parents of children served in Title I, Part A schools in decisions about how the .5 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the .5 percent reserved goes directly to the schools.
- The Alvarado ISD will provide such other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

- The Alvarado ISD will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

## **ADOPTION**

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by the Alvarado ISD District Site-Base Management Meeting Minutes.

This policy was adopted by the Alvarado Independent School District on March 19, 2007. The school district will distribute this policy to all parents of participating Title I, Part A campuses annually.

**Parent Notification**  
**Compliance with P.L. 107-110, Section 1111(h)(6)(A)**

Notification to Parents of Teacher Qualifications

As a parent of a student in Alvarado Independent School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact your child's campus principal.

**Notificación a los Padres**  
**Cumplimiento de la Ley Pública 107-110, Sección 1111(h)(6)(A)**

A: Todos los padres de familia

De: Distrito Escolar Independiente de Alvarado

Fecha: El 20 de septiembre de 2007

Materia: Notificación a los padres de familia sobre calificaciones de maestros

Como padre de un alumno en Distrito Escolar Independiente de Alvarado, Vd. tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo, y la ley federal requiere que el distrito escolar le facilite esta información oportunamente si Vd. la pide. Específicamente, Vd. tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña.
- Si el maestro está enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales.
- El campo de especialidad del bachillerato del maestro, si el maestro tiene algún título de posgrado, y en tal caso, el campo de materia de dicho título o certificación.
- Si para profesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.

Si Vd. quiere recibir esta información, sírvase comunicar con Laura Estes al 817-783-6812.

# Alvarado Independent School District School-Parent-Student Compact

## What is a School-Parent-Student Compact?

The School-Parent-Student Compact is an agreement between the school, the parents and the children at that school. A compact outlines how parents, the school staff and students will share responsibility for improved student achievement. Compacts begin with standards, define everyone's responsibilities, and depend on many people believing and using it.

## How will we support the compact at Alvarado Independent School District?

- Meet the Teacher Night
- Parent-Teacher Conferences
- Regularly Scheduled School-Parent-Student Compact/Parent Organization Meetings
- Parent and Community Volunteers
- Indian Insider
- Letters from School.
- Communication Between Parents and Teachers Concerning Homework Assignments and Other Issues (voice mail and e-mail if possible)
- Informational Meetings (reading and math strategies).
- Tribes' Agreements Posted in Each Classroom and Reviewed on a Regular Basis.

## Staff Responsibilities

- Monitor student attendance.
- Teach children at appropriate levels using a variety of strategies to ensure learning for state mandated tests.
- Encourage students to be good citizens and to stay drug-free.
- Expect and reinforce proper behavior.
- Enrich student learning through integration of multiple subjects.
- Monitor student progress, re - teach if necessary.
- Send positive notes home, and keep parents informed of child's progress.
- Build a relationship and be able to meet the learning needs of each child.
- Come to class prepared to teach.
- Expect all children to achieve.
- Create classroom setting that is safe, stimulating but not intimidating.
- Make school interesting for both parents and children – encourage parents to feel a part of school.
- Meet and communicate with parents at beginning of year and throughout the year.
- Continue to learn and grow through collaboration and other professional development..

## Student Responsibilities

- Attend school regularly.
- Stay safe and drug-free.
- Pay attention in all classes.
- Follow directions.
- Stay on task.
- Do all of your homework always.
- Read lots of good books.
- Ask for extra work to practice.
- Get help from the teacher.

- Help others.
- Think hard. Try. Learn.
- Always have supplies with you.
- Be a good listener.
- Make good choices.
- Respect and obey all of the teachers.
- Respect and appreciate others.
- Be a good citizen.
- Go to bed at bedtime. Get up on time. Eat a good breakfast

**Parent Responsibilities**

- See that my child attends school regularly and on time.
- Attend parent conferences.
- Establish a daily reading routine.
- Encourage discussion with child about school day.
- Support your child’s interest in cultural opportunities.
- Equip children with necessary materials.
- Support discipline measures.
- Contact teachers when there are concerns or lack of communication.
- Limit & monitor T.V. viewing and video games.
- Empty and check backpacks daily.
- Help with homework; create time; check to see if child understands; check and sign assignment sheet.
- Volunteer.
- Support AISD’s safety, drug-free & anti-bullying programs.

*Staff Signature*

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*Student Signature*

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*Parent(s) Signature*

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## **trito Escolar Independiente de Alvarado**

### **Acuerdo de Escuela-Padres- Estudiantes**

#### **Que es el acuerdo de Escuela-Padres-Estudiantes?**

El acuerdo de Escuela-Padres-Estudiantes es un acuerdo entre la escuela, los padres y los estudiantes de esa escuela. El acuerdo delinea como los padres, el personal de la escuela y los estudiantes comparten responsabilidades para mejorar el nivel académico del estudiante. El acuerdo empieza con las bases, define las responsabilidades de todos y depende de que todos lo utilicen y crean en el.

#### **Como apoyaremos el acuerdo del Distrito Escolar Independiente de Alvarado?**

- Asistiendo a la escuela a conocer a los maestros
- Conferencias entre padres y maestros
- Juntas regulares de la organización del acuerdo de Escuela-Padres-Estudiantes.
- Padres y miembros de la comunidad voluntarios
- El “Indian Insider”
- Cartas por parte de la escuela.
- La comunicación entre padres y maestros sobre tareas y otros temas. (Mensajes por teléfono o via e-mail)
- Juntas informativas (Lectura Y Matemáticas)
- Los contratos de “tribes” a la vista de todos en cada salon y repasados regularmente.

#### **Responsabilidades del personal**

- Monitorear asistencia.
- Enseñar estudiantes al nivel apropiado de cada uno usando estrategias para asegurar el aprendizaje requerido para exámenes estatales.
- Promover que los estudiantes tengan buena conducta y se mantengan alejados de las drogas.
- No pasar desapercibido el buen comportamiento.
- Enriquecer el aprendizaje de los estudiantes por medio de la integracion de varios temas.
- Monitorear el progreso de los estudiantes, volver a enseñar si es necesario.
- Mandar mensajes positivos a los padres y mantenerlos informados del progreso de sus hijos.
- Construir buenas relaciones con los estudiantes y darle los servicios necesarios.
- Venir a clase preparado para enseñar.
- Creer que todos los estudiantes pueden ser exitosos.
- Crear un ambiente en el salon donde los estudiantes se sientan seguros, estimulante y no intimidado.
- Incorporar a padres y estudiantes en actividades escolares.
- Interesarse por los padres de familia todo el año escolar.
- Interesarse en crecer profesionalmente.

#### **Responsabilidades de los estudiantes**

- Venir a la escuela regularmente.
- Estar seguros y libre de drogas.
- Poner atencion en clase.
- Seguir intrucciones.
- Mantenerse ocupado.
- Hacer todo su trabajo siempre.
- Leer buenos libros.
- Pedir trabajo para practicar.
- Pedir ayuda a tus maestros.
- Ayudar a otros.
- Pensar. Tratar. Aprender.

- Siempre traer tus utiles escolares.
- Escuchar.
- Tomar buenas decisiones.
- Obedecer y respetar a todos tus maestros.
- Apreciar y respetar a los demas.
- Mostrar buen comportamiento.
- Ir a dormir a buena hora. Levantarte a tiempo. Desayunar.

**Responsabilidades de los padres**  
**Responsabilidades de los padres**

- Estar pendiente de que mi hijo vaya a la escuela regularmente y a tiempo.
- Asistir a las juntas de padres.
- Establecer una rutina de lectura diaria en casa.
- Fomentar comunicacion con su hijo acerca de la escuela.
- Apoyar los intereses de sus hijos.
- Proporcionar a sus hijos los utiles necesarios.
- Apoyar las medidas de disciplina proporcionadas.
- Comunicarse con los maestros cuando tenga preocupacion o tenga preguntas.
- Monitorear y limitar el uso de la televisión y video juegos.
- Revise las mochilas todos los dias.
- Ayudar con la tarea; hacer tiempo; asegurarse de que su hijo entienda; firmar el folder de la tarea.
- Ser voluntario.
- Apoyar los programas de seguridad, antidrogas y de buen comportamiento del distrito.

*Firma del maestro*

\_\_\_\_\_

*Firma del estudiante*

\_\_\_\_\_

*Firma de los padres*

\_\_\_\_\_

\_\_\_\_\_

# Alvarado Independent School District

## Family Educational Rights and Privacy Act (FERPA) Signature Page

**STUDENT DIRECTORY INFORMATION - LEGISLATIVE UPDATE [Sec. 26.023]** Alvarado ISD provides to the parent of each district student at the beginning of each school year:

- (1) a written explanation of the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S. C. Sec. 1232g), regarding the release of directory information about the student and
- (2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec.1232g).

### NOTICE

According to state and federal law, certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want Alvarado ISD to disclose directory information from your child's education records without your prior consent, you must notify the district in writing within 10 days.

AISD encourages parents to use this form for the written consent notification.

Alvarado ISD has designated the following information as directory information:

- \* Student's name, address, telephone number, and date and place of birth
- \* Photograph, participation in officially recognized sports, and weight and height of athletes on teams.
- \* Dates of attendance, grade level, enrollment status, honors and awards received in schools, and most recent school attended previously
- \* Student's e-mail address

A parent is allowed to record their objection to the release of **all directory information or one or more specific categories of directory information.**

Alvarado ISD **does not** have my permission to release directory information for district publications and positive publicity (Yearbook, newsletters, district website, awards, honors, PTA, booster clubs, local newspaper, etc.). *Example: If you check this box, your student's name would not appear in the district newsletter or local newspaper if he or she has won an award.*  
**NOTE: If you check this box, your student will not be included in the yearbook.**

Alvarado ISD **does not** have my permission to release directory information to any requester in accordance with the Texas Public Information Act. *Example: If you check this box, your student's directory information will not be released to vendors or others who may be soliciting products or services.*

#### High School Students Only

Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

I choose to **object to the release** of directory information to be released to a military recruiter or to an institution of higher education with the name, address and telephone number of my secondary student.

Parent Signature \_\_\_\_\_

Parent Name Printed \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Campus \_\_\_\_\_

**FORM MUST BE RETURNED TO YOUR CHILD'S SCHOOL OFFICE**

**NOTE: School office must send a copy of each completed form to Public Information Officer**

# Distrito Independiente de Alvarado ISD

## Ley federal de derechos educativos y privacidad (FERPA) Pagina de Firma

**DIRECTORIO ESTUDIANTIL DE INFORMACIÓN – ACTUALIZACIÓN LEGISLATIVA [SEC 26.023]** El Distrito Escolar de Alvarado le provee a los padres de cada estudiante al principio del año: (1) una explicación escrita de la Ley federal de derechos educativos y privacidad de 1974 (20 U.S. C Sec. 1232g), acerca de permitir el acceso a la información del directorio sobre el estudiante y (2) aviso por escrito del derecho del padre a rechazar el compartir información del estudiante bajo la Ley federal de derechos educativos y privacidad de 1974 (20 U.S. C Sec. 1232g).

### AVISO

De acuerdo a la ley federal, cierta información de los estudiantes del distrito son consideradas como parte de la información del directorio y se le cederá a cualquier persona que siga el procedimiento establecido para pedir tal información a menos que el padre o tutor legal se niegue a hacer su información pública. Si usted no desea que la información educativa de su hijo sea información pública, usted debe avisarle a nuestro distrito dentro de 10 días. El distrito escolar de Alvarado ha designado la siguiente información como información del directorio.

- Nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento
- Fotografías, participación en deportes organizados y peso y altura en los equipos.
- Fechas de asistencia, grado estatus de matriculación, honores y galardones recibidos en las escuelas y la escuela a la que asistió recientemente.
- El correo electrónico del estudiante

Un padre o tutor legal tiene el derecho de negar la publicación de toda la información del directorio o una o más categorías específicas de la información del directorio.

El Distrito Escolar de Alvarado no tiene mi permiso de compartir o publicar información del directorio para las publicaciones del distrito y publicidad positiva. (El libro anual de fotos, boletines, sitio de web escolar, honores y galardones, Asociación de Padres y Maestros, clubs de apoyo, periódico local, etc...) *Por ejemplo: si usted marca esta casilla, el nombre de su hijo no será publicado en el boletín del distrito escolar o el periódico local si ha ganado un premio o un reconocimiento.*

El Distrito Escolar de Alvarado **no tiene** mi permiso de publicar la información del directorio a ningún solicitante de acuerdo con la Acta de Texas de Información Pública.

#### Estudiantes de la Preparatoria Únicamente

La ley Federal requiere que los distritos que reciben asistencia bajo el Acta del 1965 de Educación Primaria y Secundaria (20 USC Sec 6301 et seq.) le provean la información de un estudiante de la secundaria a un reclutador militar o una institución de la educación superior al pedirla esto incluye el nombre, dirección, número de teléfono a menos que el padre ha negado que el distrito publique tal información sin antes pedir consentimiento de los padres por escrito primero.

Deseo negar la publicación del directorio a un reclutador militar o a una institución de educación superior del nombre, dirección, y el número de teléfono de mi estudiante de la preparatoria.

Firma del padre \_\_\_\_\_

Nombre del padre (letra de molde) \_\_\_\_\_

Nombre del estudiante \_\_\_\_\_ Grado \_\_\_\_\_

Escuela \_\_\_\_\_

**FORMULARIO DE DEBE REGRESARSE A LA OFICINA DE LA ESCUELA DE SU HIJO/OTE:**

**School office must send a copy of each completed form to Public Information Officer**

# Student Code of Conduct Acknowledgment

Dear Student and Parent:

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

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Ms. Melodye Brooks

Principal

-----

We acknowledge that we have received a copy of the Alvarado I.S.D. Student Code of Conduct for the 2010 – 2011 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

Comments regarding discipline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign this page, remove it, and return it to the student's school. Thank you.

## **Electronic Device Acknowledgement**

The electronic device acknowledgement form is an agreement between the school, the parent(s)/guardian(s) and the students of Alvarado Jr. High School. This form should be returned to your student's homeroom teacher along with the other forms.

- ✦ Electronic devices are not to be seen, used, and/or in the possession of any student between 7:20 am and 4:00 pm on any school day.
- ✦ Any electronic device seen between 7:20 am and 4:00 pm will be confiscated immediately and turned into the front office.
- ✦ All electronic devices will always have to be picked up by the parent/guardian or a parent/guardian designee approved by the school administration between 7:45 am and 3:45 pm.
- ✦ The first occurrence is a warning! If it happens a second time, there will be a \$15 dollar administrative fee to be paid prior to the return of each electronic device to the parent/guardian or a parent/guardian designee.
- ✦ If a third occurrence happens, it will be kept in the school office until the end of the school at which time the device may be picked up with a \$15 administrative fee to be paid.
- ✦ Each electronic item will have to be picked up from the assistant principal's office. The office will keep a running total of all electronic devices picked up during the course of the school year.
- ✦ The school is not responsible or obligated to search and/or conduct investigations for any items missing/stolen.

**We acknowledge that we have received a copy of the Alvarado Jr. High Electronic Device Acknowledgment form for the 2010 – 2011 school year and understand that students will be held accountable. We also agree to follow the rules outlined above as they will be strictly enforced by the Alvarado Jr. High faculty and staff!!!**

Date: \_\_\_\_\_

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

**Please sign this page, remove it, and return it to the student's school. Thank you.**

**2010 – 2011 Alvarado Independent School District**  
**Code of Conduct, Directory Information, Internet, School – Parent**  
**Compact and Corporal Punishment Agreement**

**\*\*\* Parents please complete this form and return it to your child's homeroom teacher.**

I. I understand that the **Student Code of Conduct** and the **Student Handbook** are posted on the District's website at [www.alvaradoisd.net](http://www.alvaradoisd.net).

**• Please initial one area below:**

I choose to accept responsibility for accessing both of these documents from the District's website.

I do not have access to the District's website, so I request a CD copy of the Code of Conduct and the Student Handbook.

I do not have access to a computer, so I request a paper copy of the Code of Conduct and the Student Handbook.

**II. Corporal Punishment**

**• Please initial one area below:**

My child may receive Corporal Punishment.

My child is not to receive Corporal Punishment.

**III. School – Parent Compact**

**• Please initial below**

I have received a copy of the school – parent compact, and I agree to support my child's learning.

**IV. Electronic Communications System Agreement**

**• Please initial one area below:**

I give my permission for my child to participate in the District's electronic communication system and certify that the information contained on this form is correct.

I do not give permission for my child to participate in the District's electronic communication system.

**By signing this agreement, I acknowledge my responsibility to know the information in the Code of Conduct and Student Handbook.**

**Effective Date of Agreement:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **Student's Signature** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_



## Social Networking Contract

Alvarado ISD considers participating in co-curricular and extra-curricular activities a privilege, not a right. Because students involved in these activities choose to represent their school and the school district, we believe those students should be held to a higher standard.

Students who choose to have, or use, any social networking website (*MySpace, Facebook, etc.*) or electronic communication (*texting, sending pictures via cell phone, etc.*) will be expected to follow the following guidelines:

- All pictures, comments and postings will be tasteful in nature. Alvarado ISD defines tasteful as being a posting that could be used in a public medium such as a yearbook or newspaper. Nothing on the site will be vulgar (*def. as indecent, obscene, lewd, crude, coarse*) or portray the student negatively or in a manner that would be deemed inappropriate by a coach or administrator. (*Examples include, but are not limited to pictures or comments that are sexually suggestive, portray students with alcohol or drug paraphernalia, or show students engaging in unlawful activities.*)
- There shall be no bullying of other students through comments and postings. Internet bullying is a serious thing and will not be tolerated. Bullying includes any hateful comments toward another student or edited pictures of students.

Alvarado ISD believes its first, and most important, responsibility is to educate its students and mold them into productive members of society. Education is not limited to textbooks and classrooms. With the evolution of social networking websites, we also believe we have a responsibility to inform students of the dangers and consequences of irresponsible usage of these sites. Colleges regularly ask to look at students' pages when going through the scholarship process and potential employers often look at pages to see what type of employee that may or may not be hiring.

We believe this is of the utmost importance and appreciate your understanding.

### Consequences

1<sup>st</sup> violation — student will receive written warning in a parent-principal meeting.

2<sup>nd</sup> violation — will result in suspension or expulsion from that activity.

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*Student Signature*

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*Parent Signature*