



2009-2010

Student Handbook and Code of Conduct

MISSION STATEMENT

**Alief ISD,
in collaboration with
parents and community,
will provide
an exemplary education
for all students
in a safe environment.**

**Alief Independent School District
Board of Trustees
2009-2010**

Gary L. Cook

Charlie Cothran

Dr. John P. Hansen

Nghi T. Ho

Rick Moreno

Ann Williams

Sarah B. Winkler

2009-2010 Alief ISD Calendar





STAFF DEVELOPMENT/TEACHER PLANNING DAYS

August 18, 19, 20, 21, 2009
 October 12, 2009
 January 4, 2010
 February 15, 2010
 June 4, 2010

HOLIDAYS

Staff Development Day or Staff Workday – August 18 – 21, 2009
 Labor Day – September 7, 2009
 Thanksgiving Holidays – November 23 – 27, 2009
 Winter Break – December 21, 2009 – January 1, 2010
 MLK Holiday – January 18, 2010
 Spring Break – March 15 – 19, 2010
 Holiday – April 2, 2010
 Memorial Day – May 31, 2010
 Staff Development Day or Staff Workday – June 4, 2010

LEGEND

-  First/Last Day
-  Begin/End Grading Period
-  Student Holiday/Staff Development Day or Staff Workday
-  Student/Staff Holiday

FIRST DAY OF INSTRUCTION

August 24, 2009

LAST DAY OF INSTRUCTION

June 3, 2010

GRADING PERIODS

August 24 – October 23	43 days
October 26 – January 15	44 days
January 18 – March 26	47 days
March 29 – June 3	47 days
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	177 days

AUGUST 2009						
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The Alief Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education or providing access to benefits of 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; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act; and the Age Discrimination Act of 1975.

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

- Title X Coordinator, for concerns regarding discrimination on the basis of gender: Rose M. Benitez, Ed.D., Assistant Superintendent, 4250 High Star, Houston, TX 77072, 281-988-3870
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Jennifer Key, Director of Special Populations, 4250 High Star, Houston, TX 77072, 281-498-8110 Ext 4670
- All other concerns regarding discrimination: See the Superintendent. The Superintendent's responsibility as Chief Executive Officer includes ensuring compliance with antidiscrimination laws.

Included in this handbook is the "Acceptable Use Policy" for electronic media, Notification of Rights under FERPA for Elementary and Secondary Schools, PPRA Notice and Consent/Opt-Out for Specific Activities, information about the Safe and Drug Free Schools and Communities Program and the Attendance Acknowledgement. Your signature below indicates that you and your child have read the student and parent handbook.

Student Code of Conduct, Acceptable Use Policy, and Handbook Acknowledgement-The school is in need of your help and cooperation. It is important that every student understands the Code and is encouraged by his or her parents or guardians to follow the rules and regulations set forth in the Code. Please read and discuss the Code with your child. When you have done so, it is required that you sign this form and return it to the school within seven (7) days of receipt. This form will be kept in your child's file.

Your signature indicates that you and your child have received, reviewed and understand the expectations and consequences identified in the Student Code of Conduct, Acceptable Use Policy, and Student Parent Handbook. Failure to sign, return or agree with the contents of the Student Code of Conduct, Acceptable Use Policy and Student Parent Handbook does not exempt a student from compliance. Please note that if you do not want your child to have individual access to the internet, you must send a written note stating this to the campus principal.

Attendance Acknowledgement (TEA 25.095)-A school district shall notify the parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year, or on 3 or more days or parts of days within a 4-week period, the parent is subject to prosecution for "parent contributing to nonattendance," and the student is subject to prosecution for "failure to attend school."

The above are Class C misdemeanors punishable by a fine not to exceed \$500.00 per complainant. Each day the child remains out of school may constitute a separate offense. Your signature below indicates that you have received this information.

Safe and Drug Free Schools and Communities-Alief ISD receives federal funds through the Safe and Drug Free Schools and Communities Program to implement drug and violence prevention programs in the district. In an effort to meet the needs of our students and community, the district and/or individual campuses administer various formal and informal assessments and surveys on prevention related topics. Before a formal survey is given, a letter will be sent home informing you of the dates of administration and the opportunity to preview the survey. The assessment tool may include questions on such topics as school climate, parent and school expectations, violence, bullying, and antisocial behavior. The survey is voluntary and anonymous. Students may skip any questions they feel uncomfortable answering. Results will be used to assist campus Safe School Committees and Prevention and Safe School Specialist in tailoring prevention programs to meet the needs of the students. Your signature below indicates that you give consent for your child to participate voluntarily in the survey.

Code of Civility Acknowledgement-It is the belief of the Alief ISD that a safe and orderly environment is essential to student success. It is vital that every member of our school community—staff, students, and parents—do their part to contribute to a positive and safe learning environment. The Code of Civility outlines our expectations for all who enter our buildings. **"You are entering a Safe & Civil Zone. Your responsibility is to: Treat each other with courtesy & respect at all times. Take responsibility for your actions. Cooperate with one another."**

In supporting a climate of respect, campuses will adopt a Resolution of Respect, promoting "No Place For Hate": *I pledge from this day forward to do my best to combat prejudice and to stop those who, because of hate or ignorance, would hurt anyone or violate their civil rights. I will try to be aware of my own biases and seek to gain understanding of those who I perceive as being different from myself. I will speak out against all forms of prejudice and discrimination. I will reach out to support those who are targets of hate. I will think about specific ways my community members can promote respect for people and create a prejudice-free zone. I firmly believe that one person can make a difference and that no person can be an "innocent" bystander when it comes to opposing hate. I recognize that respecting individual dignity, achieving equality and promoting intergroup harmony are the responsibilities of all people. By signing this pledge, I commit myself to creating a community that is **NO PLACE FOR HATE.***

Parent Involvement Policy-Alief Independent School District believes that parents are partners with teachers and other staff in the education of their children and that parent involvement and empowerment are essential at all levels throughout the school district. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children, and for the school, is critical to their children's success at every step along the way. **Alief ISD's goal is a school-home partnership that will help all students in the district to succeed.**

Your signature reflects receiving the information outlined above. Failure to sign, return or agree with the contents of Student Code of Conduct, Acceptable Use Policy, Student Parent Handbook, Attendance Acknowledgement, Safe and Drug Free Schools and Community Assessments & Code of Civility Policy does not exempt a student from compliance.

Student's Name (Please Print) _____ Grade _____

Parent/Guardian Signature _____ Date _____

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate. Parent or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202**
5. 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 about the student. If you do not want Alief Independent School District to disclose directory information from your child's education records without your prior written consent, please indicate your desire by checking "no" on your child's registration card and signing in the appropriate space. Alief Independent School District has designated the following information as directory information: student names, addresses, telephone listings, grade level, parent name, and campus assignment.

Federal law requires a district to provide certain information to military recruiters or institutions of higher education on request unless the parent has previously objected to such disclosure. If you object to this disclosure, please notify your child's principal in writing.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232 requires Alief Independent School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys")

1. Political affiliations or beliefs of the student or the student's parent
2. Mental or psychological problems of the student or the student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes, certain physical exams, and screenings.

Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law. Your signature(s) only indicate(s) receipt of this notification of your rights. Schools will notify parents directly of the specific activities or surveys identified in PPRA and provide an opportunity for the parent to have his or her child not participate in the specific survey or activity.

Student's Signature (only for students 17 or older)

Date

Student's Name (please print)

Date

Parent's Signature

Date

Parent's Name (please print)

Date

District Representative Signature

Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law. Your signature(s) only indicate(s) receipt of this notification of your rights. Schools will notify parents directly of the specific activities or surveys identified in PPRA and provide an opportunity for the parent to have his or her child not participate in the specific survey or activity.

Parent's Response Regarding Release of Student Information

Alief Independent School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph (athletics)
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records
- Date and place of birth
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Enrollment status
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

Parents: Please check one of the choices below:

I, parent of _____

(student's name),

do give **do not give**

the district permission to use the information in the above list for specified school-sponsored purposes.

do give **do not give**

the district permission to release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent

Parent signature: _____ Date _____

Acceptable Use Policy (AUP)

Student Responsibilities for Using Network Resources

The use of Alief ISD computers, computer systems, computer networks, software, and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Alief ISD computers, computer systems, computer networks, software, and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system and building administrators will deem what is inappropriate use, and their decision and the consequences are final.

Network Standards

1. Using the network resources in such a way that would disrupt the use of the network is prohibited.
2. Follow teacher guidelines and instructions on appropriate use of network resources.
3. Using inappropriate language such as swearing or vulgarity, or ethnic or racial slurs, or obscene pictures is prohibited.
4. Typing messages in all capital letters is the computer equivalent of shouting and is considered rude.
5. Pretending to be someone else when sending/receiving messages is inappropriate.
6. Revealing personal information of yourself or others is prohibited.
7. All, but not limited to, external media storage devices such as floppy disks, flash/jump drives, CD-R/RW, and storage cards must be scanned by a staff/faculty member for viruses.
8. Always log off of the network when your session is complete.
9. Sharing your district issued username and password is prohibited.

Internet Acceptable Use

1. Obtain permission from your teacher before e-mailing, accessing, downloading or printing from network resources.
2. Follow teacher guidelines and instructions on appropriate use of the Internet.
3. Access only course related materials for educational purposes.
4. Credit all resources appropriately when utilizing information accessed (observe copyright guidelines).

Use of Data

1. Protect confidentiality and act responsibly when accessing data or resources required for schoolwork.
2. Use strong passwords and follow network etiquette to secure sensitive data.
3. Do not grant access to confidential information to others by placing sensitive data/schoolwork in "open" network resources.
4. Do not misrepresent or falsely manipulate/alter data.
5. It is a violation to knowingly attempt to access resources that you do not have permission to utilize or should not have access to as required for schoolwork.
6. It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.
7. "Hacking", unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network of any kind are deemed inappropriate use.

Restrictions

1. Installing any programs to the District's network system is prohibited.
2. Copying and distribution of unauthorized materials such as but not limited to video, audio, and image files is prohibited.
3. Use of district equipment for personal financial gain is strictly prohibited.
4. Accessing the district network using any non-district devices is prohibited.(example – a personal wireless laptop)
5. Damaging and vandalizing computers, computer systems or computer networks is prohibited.
6. Printing non-course related materials is strictly prohibited.
7. Accessing and using non-district provided email is strictly prohibited.

Copyright of Print/Non-Print Materials

1. Use of printed copies either from books or downloaded from electronic sources must be properly cited.
2. Copies may not be substituted in part or whole for an original work.
3. Copying software is illegal.

Disclaimers

Please note that since the Internet provides access to computers and people all over the world there is a possibility that students may encounter areas of adult content and objectionable material. While the district will take reasonable steps through training to preclude access to such material and does not encourage such access, it not possible to absolutely prevent such access.

Alief ISD makes no warranties of any kind, either expressed or implied, for the provided access.

- The staff, faculty, school, and Alief ISD are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on Alief ISD resources.
- The staff, faculty, school, and Alief ISD are not responsible for information obtained through district network resources resulting in criminal or terrorist activities.
- Parents who do not wish for their children to have individual access to the Internet must submit to the campus principal a written letter expressing their desire for their child to be exempt from individual Internet access.

Use of Student Work in District Publications

Occasionally, the Alief Independent School District wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parents: Please check one of the choices below:

I, parent of _____
(student's name),

- do give** **do not give** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____ Date _____

SCHOOL BOARD

Meetings of the Alief ISD School Board are open to the public and are held monthly. They are usually scheduled for 6:30 p.m. on the third Tuesday of each month in the Board Room of the Administration Building, 4250 Cook Road, Houston, TX 77072. The actual School Board Calendar can be accessed online through the AISD website: www.aliefisd.net. Click on School Board and then, click School Board Calendar.

REGISTRATION INFORMATION

When you enroll a new student and at the beginning of each successive school year, you are asked to complete a registration card. The information you put on this card is very important.

- A. The school must have your current address, home phone number, work phone number, and cellular phone number, in case of an emergency. **Immediately notify the school office when there are any changes in contact information.**
- B. Be sure the emergency information on your child's card is up-to-date so school personnel will know who to contact and how to reach them if you are not available.
- C. **Only a person named on the card, who presents valid photo identification, may pick up a student without written permission from the parent or guardian with whom the student lives.**
- D. Falsifying enrollment data is against the law.
- E. For information about the rights of homeless/displaced children please call 1-877-887-2473, ext 4492.
- F. For information about in-district transfers or guardianship, please call 281-988-3100.

VISITING OUR SCHOOLS

Parents and guardians should always carry some form of photo identification. All visitors must check in through the Raptor System, in the front office, before visiting any other areas of the building.

The Raptor security system has the ability to scan all state drivers' licenses or state-issued identification cards and perform background checks. **All visitors must successfully complete the check before they will be allowed to enter Alief ISD facilities beyond the reception area.**

The district will have periodic audits completed by an outside firm to ensure that our safety measures meet the highest expectations.

Parents may visit campuses during the day. Visits during the instructional day should be coordinated with the principal and the teacher before the date. In an effort to minimize distractions and maximize student learning, please limit the length of your visits to short periods of time. You are welcome to have lunch with your child when you visit. After the first week of the school year parents/guardians may not escort children to class prior to the tardy bell. Students will be supervised by staff as they proceed to class.

If you have questions about the class you observe, please leave your name and phone number in the office so that the teacher or principal can call you to schedule a conference during non-instructional times. **State law prohibits the interruption of class.**

If you have any questions or concerns, please call the school first to talk with the teacher. If you still need more information, talk with the building administrator (principal or assistant principal) who supervises your child's grade level. These are the people who are with your child every school day and who have access to your child's records. The teacher or administrator may also refer you to the nurse or the counselor.

If you feel you still have unanswered questions after conferences with the teachers and administrators, contact the Instruction Department at the Administration Building for instructional issues and the Pupil Personnel Services for discipline issues.

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

To examine your child's cumulative records, send a written request to the school principal for an appointment to review them. If a parent request copies, it takes at least 1 business day to gather information and make copies of academic records

Copies of student records are available at a cost of \$.10 (10 cents) per page, payable in advance.

Parents may be denied copies of a student's records:

1. after the student reaches 18 and is no longer a dependent for tax purposes
2. when the student is attending an institution of post-secondary education
3. if the parent fails to follow proper procedures and pay the copying charge

If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

For Special Education records, please contact the Special Education Office at 281-498-8110, ext 6140.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The phone numbers of the principals and other important numbers can be obtained on the district's web page.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, or cooperatives of which the District is a member or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. working with the student
2. considering disciplinary or academic actions, the student's case, or a handicapped student's Individual Education Plan (IEP)
3. compiling statistical data
4. investigating or evaluating programs

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records, without prior consent, on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

The parent's or 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 teacher's personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Students who change their home addresses or telephone numbers are required to report this information to the registrar's office and to their assistant principal's office as soon as the change is known. Necessary documentation to change address includes a current utility bill and a copy of the lease or deed to the residence. For safety reasons, state law requires all students to provide accurate and up-to-date address and telephone numbers.

TRANSFERS/ WITHDRAWALS

Please notify the school's office as soon as you know you will be withdrawing or transferring your child (**even if you are not sure of the exact date**).

It takes at least one business day and sometimes more to clear all records and complete a report card. In order for the school to release school records to a parent, all textbooks and library books must be turned in and payment made for any lost or damaged school property.

The parent who enrolled the student should be the same parent who signs the withdrawal form. This completed form will enable the child to be enrolled in the new school. Cumulative records will be sent directly to the new school when the student is enrolled and a request is received from the new school.

When a family moves to a different attendance zone during the school year, Board policy allows the student to complete the balance of the school year before having to transfer to the school that serves the new home address. This privilege is contingent upon the **parent providing transportation, and the student's regular attendance, prompt arrival, appropriate disciplinary behavior and prompt pick-up**. For information on in-district transfers, call 281-988-3100.

Board Policy FDD (LOCAL) provides for a student or parent to make a request to transfer schools if the student attends a campus identified by the Texas Education Agency as persistently dangerous, or if the student was a victim of a violent criminal offense while in school or on the grounds of the school the student attends. The request must be made within 30 calendar days. The school district must respond to the request within ten school days. The transfer shall be approved and renewed as long as the campus continues to meet the criteria for designation as persistently dangerous, or the threat to the student continues on the campus to which the student would typically be assigned. The district will provide transportation for any student for whom a transfer is approved under this policy.

EMERGENCY PROCEDURES

Alief Independent School District's Crisis Procedure Manual is designed to minimize danger to anyone occupying a school should an emergency occur. The main objective is to attend to the health and welfare of all students in the event of a crisis and to see that students get home safely.

It is impossible to foresee all potential emergencies, but the district has researched the most effective way to use its resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. We need to work together to minimize the inconvenience.

IN MOST EMERGENCIES YOUR CHILD WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT THAT AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE, SUDDEN LOSS OF UTILITIES DURING BAD WEATHER), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATE SITE.

You are asked to follow this procedure if you hear rumors of any school emergency:

- A. **TURN ON YOUR RADIO OR TELEVISION.** The district will keep the media accurately informed of any emergency.

- B. **PLEASE DO NOT TELEPHONE THE SCHOOL.** Schools have limited phone lines. These **MUST** be used to respond to the emergency.
- C. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT THE SCHOOL.**
- D. Emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
1. If, for any reason, **the school must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.**
 2. Stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

SAFETY AND SECURITY

The Alief ISD Police Department was established to ensure the safety and security of students, employees, and property of the District. The patrolmen in this department are commissioned police officers and are authorized to enforce general and criminal laws of the State of Texas. Members of this department also provide assistance to campus administrators in exceptional situations such as the emergency removal of any student or person who threatens either the safety or welfare of any individual on that campus or the efficient operation of the school.

Occasionally, representatives from city, county, or state law enforcement agencies may conduct business within the District. AISD Board policies GRA (Legal) and GRA (Local) require that these officials, upon verification of identity, be allowed to interview students at the school. Efforts will be made to protect the privacy of the student in question, and to provide notification of the investigation to the student's parent or guardian.

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. School officials may search a student's outer clothing, pockets or property by establishing reasonable cause or securing the student's voluntary consent.

- Student 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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks and lockers may be conducted when there is reasonable cause to believe that they contain articles or materials prohibited by 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.

TRAINED DOGS- The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

VIDEO CAMERAS-For safety purposes, video/audio equipment may 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 video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

CLOSED CAMPUS

Alief operates on a "closed campus" plan. The school officials have supervisory responsibility for all students while they are on school property during school time. Students are not permitted to leave the campus until the end of the regular school day or after receiving a dismissal slip from the appropriate office. **The only exception to this rule is that seniors may leave campus during their lunch**

periods. Any student who violates this policy shall be subject to disciplinary action.

STUDENT WELFARE

SUSPECTED CHILD ABUSE-As Texas State Law requires, school employees are to report suspected cases of child abuse or neglect to Children's Protective Services or the Houston Police Department for possible investigation. Parents/guardians may not always be contacted prior to making such a referral.

SEXUAL HARASSMENT-The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including police investigations and expulsion from school, according to the nature of the offense.

All students are expected to treat one another courteously—to respect other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or the District's Title IX Coordinator for students.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, with the principal or designee or with the Title IX and ADA Coordinator (Code of Student Conduct section). A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX and ADA Coordinator will coordinate an appropriate investigation which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within 10 days, may request a conference with the Superintendent or designee by following the procedure set out in Board policy. If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

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.

NO SMOKING POLICY

Tobacco products are **not** allowed on school property. "**School property**" includes all school grounds, buildings of the District, and all vehicles used to transport students.

PUBLICITY GUIDELINES

Alief ISD publicizes news items in its printed materials and on campus and district Internet sites. The district also releases news to media organizations, such as publishers, radio stations, and television channels. News items consist of information and often photographs, but may also include videotaped and/or voice recordings of students. Texas Education Code 26.009 requires

parental permission for videotapes and voice recordings of students except (1) for purposes related to safety, co-curricular/extracurricular activities, or regular classroom instruction and (2) for media coverage of the school. A parent who does not want a child included in any campus or district photographs, videotapes or audiotapes must make the request in writing to the principal of the school.

CAMPUS COMMITTEES

A Shared Decision-Making Council (SDC) has been established on each campus to assist the principal in formulating campus goals and performance objectives. A Language Proficiency Assessment Committee (LPAC) has also been established on each campus to monitor the progress of the bilingual and ESL students. The SDC and LPAC consist of the principal, campus professionals, paraprofessional personnel, parents and community representatives. If you have an interest in serving on the SDC or the LPAC please contact the school for additional information.

PARENT /COMMUNITY ORGANIZATIONS

Most campuses have an active parental involvement program. You are encouraged to be a part of this supportive group. Information regarding areas of parental involvement will be sent home with your child.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Do you have talents and skills that you would like to share with Alief ISD? If so, the VIPS program may be right for you. You can help the students and staff of Alief ISD in a variety of ways, such as tutoring, assisting with teacher work, or chaperoning on a field trip. Patrons must complete a registration form and clear a criminal history check before beginning volunteer service. Please visit your child's school or call: **281-498-8110, ext. 2550.**

MENTORS

Mentors are role models, listeners, guides, and special friends to their students. Mentors provide students with constant encouragement and emotional support. Working at the school one-on-one with their students, mentors help them to: accept responsibility, use good study habits, make positive choices, learn problem solving skills, and have better peer relationships.

Mentors are in great demand and are placed when available. If you would like to become a mentor to a child or have a mentor for your child, contact your child's counselor or call: **281-498-8110, ext. 6580.**

SCHOOL-COMMUNITY PARTNERSHIPS

School-Community Partnerships give area businesses and community organizations an opportunity to become involved in the schools by participating in career days, providing internships, sponsoring special activities, or donating resources or incentives. The extent of the partnership is limited only by the imagination. If you would like information on how your employer or organization can develop a partnership with the Alief Independent School District, please call: **281-498-8110, extension 6580.**

NOTIFICATION TO PARENTS OF TEACHER QUALIFICATIONS

As a parent of a student at Alief ISD, 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 campus administrator.

COMPLAINTS BY STUDENTS/PARENTS

During the course of the school year, there may be times when parent questions, concerns, or disagreements arise over a situation, action or decision from the school or school personnel. Individuals involved in the complaint or concern usually want the opportunity to resolve these issues first. Therefore, it is important for resolutions to be secured at the lowest level possible.

At the school level:

- Conference with the teacher or staff member with whom the concern arises
- Conference with the supervising administrator
- If the supervising administrator is not the principal, then conference with the principal

In most cases, student or parent complaints or concerns can be resolved at the campus level. However, if this is not the case, contact the following central administration departments for information regarding specific complaint processes for the following areas:

- Instructional or general school concerns, Contact your Area Superintendent, 281-498-8110
- Enrollment or Disciplinary concerns, 281-988-3100
- Special Education concerns, 281-498-8110, ext. 6140
- Nutrition concerns, 281-988-3420
- Transportation concerns, 281-983-8400
- Alief ISD Police concerns, 281-498-3542
- Safety and Facilities, 281-988-3000
- Attendance and Truancy, 281-498-8110, ext. 3560/3563

Typically, problems and issues can be resolved at the campus or central administration with an informal conference. However, if still unresolved, the District provides a formal process for the complaint to be addressed. The District's entire complaint policy is outlined in FNG (LOCAL), which can be accessed online through the AISD website: www.aliefisd.net. Click on School Board and then click policy online.

SCHOOL HOURS

***Start time reflects tardy bell**

Elementary School hours:

PK (a.m.)	7:55 a.m.-10:50 a.m.
PK (p.m.)	12:10 p.m.-3:20 p.m.
Grades K-5	7:55 a.m.-3:20 p.m.

Intermediate School hours:

8:40 a.m.-3:50 p.m.

Middle School hours:

8:50 a.m.-3:50 p.m.

High School hours:

7:20 a.m.-2:30 p.m.

ALC/Crossroads:

9:10 a.m.-4:10 p.m.

Students are expected to be in their classroom at the time the tardy bell rings.

ALL SECONDARY SCHOOLS (MIDDLE & HIGH SCHOOLS) WILL PARTICIPATE IN PLC EARLY

RELEASE WEDNESDAYS

***Start time reflects tardy bell**

Middle School

8:50 a.m.-2:35 p.m.

High School

7:20 a.m.-1:30 p.m.

ALC/Crossroads

9:10 a.m.-2:20 p.m.

ATTENDANCE

Whenever it is necessary for your child to be absent, notify the school immediately. According to Board Policy, send a signed and dated note giving the reason for the absence within 3 school days or the absence will be unexcused.

TEC. Sec 25.092: Minimum Attendance for Class Credit. A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

Regularly taking your child from school before the official end of the instructional school day is not permitted, except for extenuating circumstances such as an occasional doctor's appointment, family emergencies, etc. If you must take your child out of school before dismissal time, you will need to sign a form in the office. Your child will stay in the classroom until you arrive. If it is necessary for someone else to pick up your child, that person should be named on the registration card. If not, you'll need to send a signed, dated note with your child. The person picking up your child must be prepared to show identification to the office staff.

Attendance Procedures-The Alief Independent School District has adopted an attendance policy which is in compliance with the state guidelines for compulsory attendance found in Chapter 25 of the Texas Education Code.

In this section "parent" includes a person standing in parental relation. Compulsory Attendance Law (Texas Education Code sec.25.085)

- A child who is required to attend school under this section must attend school each school day for the **entire period the program of instruction is provided.**
- Unless specifically exempted by section 25.086 (Exemptions), a child who is at least six years of age or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday must attend school.
- On enrollment in prekindergarten or kindergarten, a child must attend school.
- A person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday must attend school each school day for the entire period the program of instruction is offered. A school district may revoke, for the remainder of the school year, the enrollment of a person who has five absences that are unexcused in a semester.

The information below serves as legal parent notification for attendance.

Warning Notice-(Texas Education Code sec.25.095)

- At the beginning of the school year A school district shall notify the parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year, or on
- 3 or more days or parts of days within a 4-week period, the parent is subject to prosecution for "parent contributing to nonattendance," and the student is subject to prosecution for "failure to attend school."
- When the student has 3 absences The school district shall notify a parent if the student has been absent without excuse, on 3 days or parts of days within a 4-week period. This notice must:

1. Inform the parent that it is the parent's duty to monitor and require the student to attend school.
2. Request a conference between school officials and the parent.

Parent/Student contributing to non-attendance-(Texas Education Code sec. 25.093) If a warning notice is issued as required by section 25.095 (a) the parent, with criminal negligence, fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under section 25.094 the parent commits an offense.

The student is subject to prosecution when failure to attend school (Texas Education Code sec. 25.094) exists. An individual commits an offense when he/she:

- A. Fails to attend school as required under Texas Education Code sec. 25.085; and
- B. Fails to attend school on ten or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

For the safety of our children, whenever it is necessary for your child to be absent, the parent should notify the school. Alief I.S.D. Policy states that a student who has been absent must bring to the attendance office a written explanation for the absence, signed by the parent within three days of returning to school. The explanation must be approved by the school principal or assistant principal. The responsibility belongs to the student/parent to ensure that the school attendance representative has received the signed statement within the designated time allowed. Failure to comply will result in an unexcused absence.

The above are Class C misdemeanors punishable by a fine not to exceed \$500.00 per complainant. Each day the child remains out of school may constitute a separate offense.

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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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 documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled 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 a decision about a student's absences, the committee will attempt to ensure that it 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 actual number of days a student must be in attendance in order to receive credit, will depend on whether the class is for a full semester or for a full year.

Make-up Work-If a student has missed work and his/her absence is not due to truancy, the teacher will make every effort to give the student the opportunity to make up the work. It is the student's responsibility to arrange a make-up schedule upon his/her return to school. The teacher will schedule the time. If a test was scheduled

before the student was absent, then the student may be required to take the test the day he/she returns. If a student is absent several days in a row, the student should make arrangements convenient for the teacher. Missed work or tests should be made up before or after school, not during class time.

A student should not request home assignments unless he/she is able to work on them. The assignments will be due when the student returns to school if home assignments have been requested. The teacher may extend this period if conditions warrant.

Incompletes (High School)-If a student has not completed the requirements for a course at the end of the term and receives an "I" for incomplete, the student will be given five (5) days to make up the work. Unless more days are authorized by the classroom teacher the incomplete work becomes a zero and is averaged with the other grades to determine the term average.

Provision for Appeal-The process for appeals on excessive absences starts with the parent/student and his/her assistant principal. The appeal may go to an Attendance Review Board made up of teachers, counselors, and administrators.

Provisions for Absences Related to Collage Visits- In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Extra Curricular/School Business Attendance-Under Senate Bill I, an eligible student can only be excused ten (10) school days per year for extra-curricular activities. Under the AISD guidelines, an eligible student may miss up to five (5) days in each session for school business.

Physical Education Excuse-In case of illness serious enough to limit participation, a parent excuse that has been approved by the assistant principal must be brought to the teacher. If the excuse is for more than three (3) days, the student must have a statement from a medical doctor, specifying the need and the approximate length of the recuperative period.

SCHOOL CLINIC

Each Alief campus has a nurse on duty in the clinic. The clinic is available for emergencies and in the case of illness. If your child becomes ill during the school day, he/she should ask the teacher for a pass to go to the clinic. The nurse will determine what care procedure will be followed.

The responsibilities of the school nurse include:

- A. **Providing first aid in emergencies:** The nurse will notify parents/guardians when a child has been hurt or suddenly becomes seriously ill and needs immediate care from a doctor
- B. and/or hospital. **The nurse is not permitted to treat illness or injury except for rendering emergency first aid.**
 1. The following medications are routinely available in the clinic for use by the school nurse:
 - Acetaminophen
 - First aid spray
 - Calamine lotion
 - Oral antiseptics
 - Camphol-phenique
 - Sterile eyewash
 - Antibiotic creams
 - Antifungal creams
 - Hydrocortisone ointments
 2. Emergency medications in the clinic include:
 - Adrenaline
 - Instant glucose
 - Ammonia ampoules
 - Benadryl
 - Silvadene creme

If the parent/guardian prefers that any of the above agents not be used with a child in first aid care, the nurse must be notified in writing of that preference.

- C. **Notification of parent/guardian**-When a child can no longer remain in class and needs to be taken home because of injury, illness or a communicable condition, the nurse will call the parent or guardian.

For the protection of all students, a child will not be permitted to remain in school, and the parent/guardian will be notified, in the event of:

- Fever of 100.4 or more
- Suspected contagious disease
- Vomiting
- Diarrhea
- Unreasonable physical discomfort due to illness or injury
- Undetermined rash

If the child has any of the above symptoms before coming to school, please keep him/her at home. The child should be free of fever for 24 hours prior to returning to school. When contacted by the school to pick up your child, it is important that you pick up him/her within an hour. Any release from school must have the verbal consent of the parent/guardian. The nurse will notify parents/guardians if a visit to a doctor or dentist is recommended and will follow-up to determine the results of the referral.

- C. **Screening**-The nurse will provide vision and hearing screening for students in pre-kindergarten, kindergarten and grades 1, 3, 5, and 7, and for all students new to the schools of Texas. Spinal screenings will be conducted for students in the 5th and 8th grades, and children new to the state of Texas. Acanthosis Nigricans-The education and screening (ANTES) program to identify school children who are at risk of developing Type 2 Diabetes. Texas is the first state to mandate screening. Students in 3rd, 5th and 7th grades will be screened for Acanthosis Nigricans along with state mandated vision, hearing and scoliosis screening.

- D. **Determining Immunizations**-The nurse will determine and monitor the immunization status of each enrolled student, in accordance with laws of the State of Texas and the local city and county departments of health. **Students may not be enrolled in school unless all immunizations are current and documented.** If a student has not completed a vaccination series (TD Polio, MMR, Hepatitis B, and Varicella), proof must be provided to the school nurse that the series has begun, and provisional enrollment will be given with the expectation that the series will be completed in a timely manner. Five new vaccine requirements have been added. The vaccines affected are Hepatitis A, Measles, Mumps and Rubella (MMR), Varicella, Tetanus, Diphtheria and Pertasis (Tdap) and Meningococcal. The changes to the requirements were made in order to update the Texas elementary and secondary school immunization requirements so that they adhere more closely to the Centers for Disease Control and Prevention (CDC) and Advisory Committee on Immunization Practices (ACIP) recommendations. The new school requirements will be effective August 1, 2009. These new requirements will be phased in by grades through school year 2021-2022. For further information, see the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

The nurse is not permitted to give immunizations. Medical and religious exemptions are honored as provided for in Texas statutes.

- E. Educating students about good health and hygiene practices.
- F. **Administration of Medication**-The nurse will maintain all student medications in the campus clinic and to assure that all medications are administered in accordance with parental approval and as prescribed. All medications should, if possible, be given by the parent/guardian at home. In the event that medication must be administered at school, the medication must be furnished by the parent and turned in to the clinic in the original container and be properly labeled. The medicine must be accompanied by a written request signed by the parent/guardian and/or physician prescribing the medication, identifying the medicine, amount and time(s) to be given, and the length of time the student will be taking the medication. **Students may not carry prescription, over the counter medications, homeopathic drugs or dietary supplements**

with them to any class. Any exceptions must be approved by the principal with written notes from the parent/guardian and the student's doctor, or the school nurse may make an exception on a temporary basis when unusual circumstances exist. State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. **Voluntary or involuntary violations of these procedures will result in disciplinary action.**

- 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 required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.
- In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

Additional Clinic Procedures:

1. A doctor's authorization is required for any of the following:
 - Any medication given for more than 10 school days
 - Any controlled prescription drug
 - Emergency medications kept in hand; i.e., inhalers, epi kits (physician instructions required)
 - Annual update of doctor's authorization for long-term use of medication
2. Upon return to school after major surgery, hospitalization or childbirth, a physician's release must be presented to the school nurse, specifying any necessary restrictions or concerns.
3. Students with lice or ringworm will be excluded from school until the condition is treated. The school nurse will need to check the child personally before the child will be permitted to return to the classroom. Students with lice should be treated with a lice shampoo, and their hair should be nit-free before they return to school. Ringworm of the body must be treated with an anti-fungal ointment, and covered. Ringworm of the scalp requires treatment prescribed by a physician. **The approved treatment is oral medication.**
4. When a student is excused from participation in physical education for medical reasons he/she must provide the school
5. nurse a written note from the **parent/guardian for the first 3 days.** After that, a note from a physician may be required.

It is very important that the nurse have current telephone numbers in order to contact a parent, guardian, or designated person in case of an emergency. Please inform the school's office in the event of any change of address or telephone number including any changes for emergency contacts. It is the responsibility of the parent/guardian to provide transportation home or to a doctor. It is their responsibility to obtain medical attention unless an emergency is so serious that the student must be taken immediately from school to a hospital. In case of such an emergency, the parent/guardian will be notified as soon as possible and a school employee will remain with the child until the parent/guardian arrives at the school or treatment site. The school district is not responsible for any costs of emergency care or transportation.

BACTERIAL MENINGITIS

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 an 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 can cause a person to 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 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 people you kiss.

While there are childhood vaccines for some strains of meningitis, there are other vaccines used only in special circumstances. These vaccines are used 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.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR 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 at the 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: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us

SPECIAL DIET PROCEDURES

Per USDA regulations, the Alief Nutrition Services Department will make food substitutions or modifications for **students with disabilities**.

- A. As defined under ADA (Americans with Disabilities Act), a person with a disability means any person with physical or mental impairment **that substantially limits one or more major life activities**.
- B. Substitutions will be made for children **whose disabilities restrict their diets** as supported by a statement signed by a **licensed physician. The physician's statement must include:**
 1. Child's disability
 2. An explanation of why the disability restricts the child's diet
 3. The major life activity affected by the disability
 4. The food or foods omitted from the diet and **allowable substitutions**.

Procedure:

- A. Student and parent are to make an appointment with the school's nurse and bring physician's statement. Also, bring all special dietary information provided by the Registered Dietitian.
- B. The nurse will review the physician's statement, insuring that all required information is included.
- C. Nurse will provide a copy of the school's menu to the parent.
- D. The parent and student will choose foods from the menu that the student can eat.
- E. Parents will be responsible for teaching their child about their diet.
- F. When going through the serving line, the student must be responsible for choosing correct foods.
- G. Please encourage your child not to eat food from another student's tray. These foods may not be allowed on your child's diet.

MEALS AT SCHOOL

A nutritious, well-balanced breakfast and lunch, which meets USDA (United States Department of Agriculture) guidelines, are available each day at school. School meals are designed to meet the requirements of growing children while taking into consideration their food preferences and the need to decrease fat and sodium intake. Two choices of entrees, plus a meatless option, are always available. Additionally, milk, juice and a variety of snacks can be purchased.

The cost for breakfast is \$.50 and \$.75 for lunch. Prepaid meals can be purchased on Mondays for any length of time desired. Envelopes are available in the cafeteria for parents to send money and information for the purchase of meal tickets. Menu calendars are sent home with each student monthly.

A student who comes to school without lunch money or a lunch from home is offered a peanut butter or cheese sandwich. Lunch money cannot be borrowed from staff members and charges are not permitted. Prepaid meals are good insurance for students who may forget their breakfast or lunch money.

Under authority of the USDA, the Alief Independent School District provides free or reduced priced meals for children who meet eligibility requirements. Parents must apply for these benefits yearly. Qualification is determined by income or food stamp eligibility. Applications are available in the school office.

The Alief ISD Nutrition Services Department is regulated by The Texas Department of Agriculture (TDA) and the City/County Health Departments. In order to comply with these government agencies, the District has the following procedure in place in regards to food being provided to students:

- Parents may **not** bring food or drinks to school for anyone other than their own children. However, TDA does make an exception to this rule for birthdays.
- Parents may bring birthday cake/cupcakes for the class to celebrate with the birthday child. However, the Health Department requires that these cakes must come from an "approved" source – a bakery or grocery store that is inspected by the Health Department. To insure this safety issue, the cake must be brought in the original box in which purchased.
- **Cakes prepared in a private home cannot be brought to share with the students.**
- Approved birthday cakes will be served after the celebrating class has finished lunch.

VENDING MACHINES

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines.

STUDENT INSURANCE

Alief ISD does not provide insurance coverage for students in case of accident, but parents are given information annually about insurance they may purchase for their children from an independent carrier.

PEST CONTROL INFORMATION

The district periodically applies pesticides. Information concerning these applications may be obtained from the Risk Management Department, (281) 498-8110, ext. 3000.

TRANSPORTATION

Upon enrollment, the parent is asked how the child will be getting to and from school. As a safety measure, **a note from the parent is necessary if the child's means of getting home is changed.** Please discuss rainy day plans with your child in advance. Please remember that students may only be released to individuals listed on the enrollment card. If someone else is picking up your child on rainy days, you will need to have a note on file in the front office.

The Alief Independent School District has crossing guards stationed at key points around most of our schools. Students should only cross the street where a guard is located and follow the guards' instructions at all times. When crossing a street where a guard is stationed, all students must wait for the guard to make sure all traffic has stopped and signals the students to cross.

District buses transport students who live more than two miles from their schools or those who live closer, but have no safe walking path (as determined by the AISD administration office).

A student may only ride the assigned bus and get off the bus at the assigned stop nearest the home address unless the school office has issued an emergency pass. **Passes will not be issued for visits to friends or scout meetings, etc.**

Because safety is so important, misbehavior on the bus or at the bus stop can cause a student to lose bus privileges. A summary of bus rules is given to bus riders and posted in the buses by the Transportation Department. **It is the responsibility of the parents/guardians to arrange for transportation in the event of loss of privileges.**

Violations are reported to the principal and parents are informed. Consequences for violations will result in disciplinary action ranging from warnings to suspension of bus privileges, as determined by principal.

Each elementary school has its own traffic flow pattern. One-way lanes and vehicle area designations must be observed. Children must step out of vehicles onto a sidewalk, never into a driveway. Please remember that the speed limit within a school zone is 20 MPH.

When you need to go into the school, you must park in a visitor's parking space. Do not leave your car at a curb, in a fire zone, or where it will obstruct school bus traffic. Failure to do so may result in a citation by AISD Police.

Alief ISD is not responsible for loss of articles or damages to vehicles including, **bicycles, mopeds, motorcycles, cars** or any other modes of transportation parked, stored, chained, secured or unsecured in the parking lots, or on school property.

DRESS CODE/STANDARD MODE OF DRESS

Every elementary, intermediate and middle school has a specific standard mode of dress for that campus developed through parent surveys and recommendations from the Shared Decision Making Council. The standard mode of dress for your child's school has been distributed to students and is printed in various publications to parents, including on the campus websites. Additional copies are also available in the school office. Should you need assistance with standard mode of dress, please see your campus counselor.

In addition, there is a district policy on dress and grooming designed to prevent distraction from learning and to protect the students' health and safety.

Clothes must be worn as they are intended; for example, suspenders on shoulders, no writing on clothes, no sagging attire, etc. If a child is in violation of the dress code, parents will be called to bring a change of clothing or to allow the student to wear clothing provided by the school.

Clothing for school should:

- Be suitable for school activities
- Be neat and clean

- Be socially acceptable for the sex of the student
- Include appropriate underclothing
- Include shoes (and socks when appropriate) that meet the safety and health guidelines
- Fit properly (not too tight or too loose) for sitting, reaching, bending and physical education activities
- Have hemlines no more than 2" above the knee

Hair must:

- Be styled in a socially acceptable manner
- Be neat, clean, well groomed and kept out of the eyes
- Be kept in moderation and not cause a distraction

The following are not permitted:

- Oversized clothing, clothing or tattoos with designs, symbols, or words referring to alcoholic beverages, drugs, smoking, violence, death, gangs, Satanism, racism, profanity, nudity, or obscenity
- Tank tops, halter tops, see-through shirts or blouses, plunging necklines, and tops exposing the midriff
- Biker shorts, form-fitting shorts of Lycra or spandex
- Cut-off clothes and torn, cut or slashed clothing
- Hats or caps in the buildings
- Facial hair
- Earrings for boys
- Body piercing (other than earrings for girls)

BADGES (Intermediate, Middle, and High Schools)

Students are required to wear IDs around the neck at all times. **Failure to properly display ID or use of another's ID will result in disciplinary actions.** These IDs will be required for admission to school activities and must be shown or surrendered upon request. Student IDs are the property of each campus. **Any identification card that is lost, defaced, or broken must be replaced immediately at the student's expense.**

DISCIPLINE

(Also see Student Code of Conduct in the back of this handbook)

ALTERNATIVE PLACEMENT

In an effort to provide a safe learning environment for all students, the Alief Independent School District will not tolerate persistent disruptive behavior, violence, drugs and gang activity. A student who violates the Student Code of Conduct in any of these areas may be assigned to one of the following Alternative Educational Placements (Alief Learning Center, CLC, Crossroads or The Harris County Juvenile Justice Alternative Educational Program). Students arriving from a juvenile detention center, psychiatric hospital or any other alternative educational program where a student received educational services in a residential institution are required to go through a minimum 15 day phase-in period. For additional information on Alternative Educational Placements, please call 281-498-8110, extension 3100.

- Campus Learning Center**-Campus-based structured program for secondary students exhibiting persistent Level I misbehaviors. Students who would benefit from this program are those for whom other campus options, such as detention, SAC, suspension, have not worked. The primary focus of the program is to change behavior by teaching appropriate responses. This program does not take the place of ALC. Instead, it serves as another option for campus administrators to use.
- Alief Learning Center**-Assignment to an alternative program is made for those students exhibiting persistent and/or unacceptable behaviors in the schools. Responsibility for placing a student in the ALC shall rest with the principal of the sending school.
- Crossroads**- A behavior modification intervention for students whose behavior adversely and persistently disrupts the regular learning environment. This placement is at a site other than the home campus.

PROHIBITED/REGULATED ITEMS

Bring only books and school supplies to school. Personal items brought to school for educational purposes shall be by request of the teacher. Students are not to bring or use items determined by school

officials to be nuisances. Personal security items such as mace and pepper spray may not be in student's possession. Sexually explicit, pornographic materials, and/or drug-related items are prohibited and disciplinary consequences will result. Balloons and flowers will not be allowed in classrooms and will not be delivered to students during the school day. Leave **dice, dominoes, stink bombs, playing cards, noise-making devices, water guns, water balloons, laser lights, yo-yo's and other toys and/or distractions** at home. They are prohibited and **will not** be returned.

ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES (ECED) Items, such as **CD players, CD's, MP3 players, Video players, text messaging devices, cell phones, tapes, tape players, and audio and video devices (digital cameras, video cameras and camcorders)** should not be displayed, turned on, or used in the classroom during the instructional day.

Alief Independent School District is committed to maintaining the highest quality instructional environment possible. The use of Electronic Communication or Entertainment Devices (ECED) is strictly prohibited during instructional hours, which is defined as the period of time from arrival on campus through dismissal. Students may possess ECED on AISD property and sponsored activities; however, it is the students' responsibility to ensure that the ECED is turned off and out of sight during times of unauthorized use. Students must not turn on or use the ECED until the end of the official instructional day. The use of ECED in a manner that is obscene, illegal, profane, threatening or in a fashion which violates another person's privacy is prohibited. Failure to comply with this policy will result in the ECED being confiscated from the student and turned in to the main office. Confiscated items can be retrieved by parents or guardians by presenting current photo identification and paying a \$15.00 cash administrative fee each time a device is confiscated at the designated days and time. While reasonable care will be given to safeguard all items confiscated, AISD will not assume responsibility or liability for loss, damage, theft or any unauthorized use of a confiscated ECED. A global warning is in effect and shall be considered sufficient as a first warning.

- Global Warning in Student/Parent Handbook, visual reminders, Alief Communicator and AISD Web Site (First Warning)
- ECED policy violated will result in parental notification, confiscation and storage in central location
- Pay \$15.00 cash administrative fee to reclaim device on Tuesdays or Thursdays during school hours

Beginning September 1, 2009, drivers are restricted from using wireless communication devices while in a school crossing zone. Violators are subject to fines. Hands-free devices or speaker phones, which allow the user to operate the wireless communication device without the use of either hand, may be used by vehicle operators.

LOST AND FOUND

Every campus has a lost and found. Check with your campus administrator for location. Items not picked up at the end of the school year will be donated.

SIGNS AND POSTERS

Any student or group who wishes to put up a sign or poster outside the classroom area must first get permission from the principal or an assistant principal. The student or group is responsible for removing the sign or poster.

TEXTBOOKS

Parents and students have full responsibility for the textbooks issued to them. Please help your child find a special place to put his or her textbooks when they are not being used. Full payment must be made for lost textbooks. Fines will be assessed for damage to textbooks. Students are to keep their textbooks covered at all times to minimize normal wear as well as damage.

LIBRARY BOOKS

Library books checked out to students are furnished by the school district in accordance with state and district policy. Any student/parent who loses or damages a library book is financially responsible for the book. The school may withhold the student's records from the parents/guardian

requesting the record if a lost or damaged library book is not paid for prior to requesting records.

LOCKERS (INTERMEDIATE, MIDDLE AND HIGH SCHOOLS)

Students need to be aware that their lockers belong to the school district and that students are merely given the privilege of using them. Students are responsible for their lockers and the contents. **Students are not to share lockers or give anyone their locker combinations.** Lockers are subject to inspection at any time. Students are not to mark on or in the assigned lockers. Locker damage should be reported. Students will be held responsible for defaced lockers. **The school cannot guarantee the security of the contents of the lockers.** Students and parents need to be aware that lockers belong to the school district and that, when or if issued, they are merely given as a privilege to use by students.

CLASSROOM PHONES

Telephones are available in most classroom areas to facilitate and promote communication with parents. In most cases, phone conversations will be limited to before school, after school and during teacher conference times so that the students' instructional time is not interrupted. All student usage must be under teacher supervision.

COUNSELING AND GUIDANCE PROGRAM

The role of the Alief ISD professional school counselor is to serve as the students' advocate.

The goal of the counseling programs at Alief ISD is to promote and enhance student learning and academic achievement through three broad and interrelated areas of development:

- A. Academic Development
- B. Career Development
- C. Personal/Social Development

Professional school counseling services are delivered through four methods of delivery:

Guidance Curriculum-The purpose of the guidance curriculum is to help all students develop basic life skills in the areas of self-confidence, motivation to achieve, decision-making, goal-setting, problem-solving, interpersonal effectiveness, communication, cross-cultural effectiveness and responsible behavior. As members of instructional teams, school counselors may teach all or some of the curriculum through direct instruction. They may also consult with teachers who integrate the curriculum with other curricula.

Responsive Services-Some responses are **preventive**: interventions with students who are on the brink of choosing an unhealthy or inappropriate solution to their problems or being unable to cope with a situation. Some responses are **remedial**: interventions with students who have already made unwise choices or have not coped well with problem situations. The school counselors may work with individuals or small groups of students, make referrals to other specialists, coordinate programs and services with other specialists, and/or follow up with students to monitor their progress toward resolution of their problems.

Individual Planning-Students are guided as they plan, monitor, and manage their own educational, career, and personal-social development. Counselors may conduct group sessions and/or consult with students, their advisors, and/or parents to assure accurate and meaningful interpretation of tests and other appraisal information. Counselors provide career development activities, facilitate the students' transition from one school to the next, assist with pre-registration for the subsequent school year and help students' research and secure financial aid for post-secondary education and/or training.

System Support-School counselors consult with teachers and administrators on behalf of students, parents, and the guidance program staff. They participate in the administration of the state standardized testing program and cooperate in implementation of school-wide, district-wide, or statewide activities. In addition, counselors will assist students in the development of a personal graduation plan. All students, parents, teachers, and other recipients of the guidance program have equal access to the program

regardless of gender, race, ethnicity, cultural background, disability, socioeconomic status, learning ability level, or language.

TESTING

Alief uses several standardized tests to help measure student progress. By law, the TAKS (Texas Assessment of Knowledge and Skills) is given to students in grades three through eleven. While TAKS mastery does not necessarily indicate that the district's promotion standards have been met, in grades three, five, eight, and eleven, mastery of the test is a requirement for promotion or graduation.

Third grade students will also take the Naglieri Cognitive Abilities test.

Testing dates will be in the schools' newsletters or in notices sent home in advance. Parents should make sure children are rested, eat a good breakfast, and hear words of encouragement on the morning of test day. Parents may call the child's school counselor with questions about standardized tests.

Cell phones, other communication devices, or devices that can be used to capture an image are prohibited during testing. Students may not have any of these devices on their person or in their backpacks/purses in the test room during the test session. Students should leave these devices at home on the day of the test, but they will be given the opportunity to store their cell phones or other devices before testing begins. Campuses are not responsible for the electronic devices. Students not following these guidelines will not have their test scored.

SAT, ACT, AND OTHER STANDARDIZED TESTS-Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

GRADE REPORTING

Continuous assessment of student progress is essential to the learning process. Teachers use a variety of methods to determine the degree of mastery students have obtained on specific skills or concepts. Student performance is reported to parents in one or more of the following ways:

Progress Reports-Interim progress reports shall be issued for all students every three weeks beginning with the sixth week of school. (School Board Policy EIA(Local)-A2). Written notes to parents concerning their child's progress may be sent by the teacher at any other time deemed appropriate.

Parent/Teacher Conferences-Either the teacher or parent may request a conference at any time during the year.

Report Cards-All children in pre-kindergarten through grade twelve will receive a written report card each nine weeks. Parents are asked to carefully review the progress marks and to promptly sign and return the signature card. A parent conference may be requested at this time.

Grading Scale-The grading scale for Alief Independent School District is:

Academic and Elective courses		Conduct and Citizenship	
A = 90 - 100	excellent achievement	E	Excellent
B = 80 - 89	above average achievement	S	Satisfactory
C = 75 - 79	average achievement	N	Needs improvement
D = 70 - 74	below average achievement	U	Unsatisfactory behavior, poor attitude
Below 70 =	Failing		

PROMOTION AND RETENTION

Promotion in the state of Texas is governed by law. For students in grades 1-4 to move to the next grade level, they must have all of the following:

- A. Must be in attendance 90% of the school days within the school year.
- B. An average grade of 70 for on grade level work in each subject
- C. An overall combined average grade of 70 or above for language arts, mathematics, science, and social studies
- D. In accordance with State Law, 3rd grade students must pass the 3rd grade Reading TAKS exam

For students in grades 5-8 to move to the next grade level, they must have all of the following:

- A. Must be in attendance 90% of the school days within the school year.
- B. Maintain an overall 70 average in all classes
- C. Must pass four out of five academic classes (reading, language arts, math, science, social studies).
- D. Students failing four or more academic classes are not eligible for summer school remediation and will be retained in their current grade.
- E. In accordance with state law, fifth and eight grade students must pass **both** the reading **and** math TAKS exam.

Prior to retention, students will be afforded intervention assistance. Each campus provides an array of interventions to support acceleration of learning when a student appears to have difficulty mastering grade level standards. Intervention assistance may occur within the regular school day, before or after school hours, on Saturday and/or during summer. The needs of the student determine the level of intervention assigned.

Advanced notice of an impending retention will be given to parents to allow the parent an opportunity to spend extra time at home working with their child on low performance subjects.

CREDIT BY EXAMINATION- (Examination for Acceleration – No Prior Instruction)

Credit by Examination is for students who have an exceptional command of a subject area or course content, but no prior formal instruction in the grade level or course they are trying to "skip." Credit earned through this testing program applies to grade-level acceleration for grades K – 5, course credit or grade – level acceleration for grades 6 – 8, and course credit for grades 9 – 12. In order to participate in credit by exam, elementary students must meet the minimum age requirement to attend kindergarten by being 5 years old on or before September 1.

To be accelerated or to skip a grade, students must respond correctly to 90% of the items on the tests they take. Kindergarten students take a norm – referenced test on reading and mathematics. Students in grades 1 – 8 who wish to skip a grade are assessed on a criterion – referenced test that measures the Texas Essential Knowledge and Skills of that grade level in the areas of reading, mathematics, language, science and social studies. Students in grades 8 – 12 take a criterion – referenced test that assesses the course semester to be skipped.

Credit by Examination testing is administered in June and July. Interested students and parents may obtain registration forms from the school counselor at the building where the student is registered. Completed registration forms are due back at the child's school by May 1 for the June testing, and by June 1 for the July testing.

SECTION 504

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- A. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- B. has a record of such impairment; or
- C. is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Alief ISD recognizes a responsibility to avoid discrimination in policies and practices regarding

its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act to identify, evaluate and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Parents must be notified of referral, evaluation, and educational services, including change of placement and they have the right to examine their child's records.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Written notice of the district's procedural safeguards, due process rights and review procedures must be given to parents.

If there are questions, please feel free to contact the Director for Special Populations at (281) 498-8110, ext. 4790.

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 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:

Contact Person: *Your child's campus counselor*

Phone Number: *See back of handbook for campus telephone numbers*

Special Education Assessment Coordinator: *281-498-8110, ext 5500*

RELATED SERVICES-Related Services are services that may be provided to students eligible for Special Education Services in order to assist a child with a disability to benefit from Special Education. These services may include but are not limited to transportation, orientation and mobility, physical and occupational therapy, and school health services.

IMPORTANT NOTICE-Please be advised that for some of the related Services listed above, if provided for your child by the district, the district may be able to obtain some reimbursement from the State Medicaid Program. As a State approved Medicaid provider it may be necessary for the district to share the following information to the State Department of Medicaid Administration on a monthly schedule:

- A. Your Child's Name
- B. Date-of-Birth
- C. Name of Needed Services, such as Speech-Language Pathology
- D. Service Provided, such as Speech-Language Assessment
- E. How much service was provided, such as 30 minutes of Speech-Language Assessment Service
- F. Date or dates of service

Please understand that the district's receipt of Medicaid reimbursement for any of the Related Services listed above will, in no way, eliminate or reduce Medicaid funding for any other health services that are being or may be provided for your child outside of the school. Although school

districts are required by law to make related services available to special education students, parents qualified to receive Medicaid have the right to choose a provider other than the school district, subject to the following restrictions:

- A. The provider must be specifically approved as a provider under the School Health and Related Services (SHARS) program
- B. Parents must notify the district of their intent to obtain the specified service(s) from a provider other than the school district
- C. Parents must inform the district of the provider's name and must provide written consent for the district to release the student's records to the parent-chosen provider

The district is not legally obligated to provide transportation for the student to go to the provider chosen by the parent. Transportation expenses may be covered by Medicaid.

If you have any questions or want more information about the district's Medicaid reimbursement activities, please contact **the Special Education Department 281-498-8110, ext. 4780.**

HOMEWORK POLICY

PURPOSE:

The homework policy is designed to help each child reach his/her academic potential and develop habits of self-discipline and responsibility. The policy also is intended to foster increased communication between the school and home. Homework may be assigned daily by subject. Homework assignments are intended to help students:

- A. DEVELOP independent study habits
- B. REINFORCE classroom learning
- C. ENRICH student lives through independent projects
- D. INVOLVE parents in their child's education

RESPONSIBILITIES:

- A. Principal and teachers implement the homework policy on a class-by-class and individual child basis.
- B. Parents monitor their child's completion of daily homework assignments.
- C. Teachers verify completion of homework.
- D. Parent's, students, and the school share responsibility in providing an opportunity for the student to be successful

ELEMENTARY /INTERMEDIATE SCHOOLS

ELEMENTARY PROGRAM-Children in the elementary grades study language arts, math, science, social studies, physical education, music and art. State law lists the skills and concepts which must be taught in each of these subjects at each grade level. The district's curriculum guides for the teachers are based on the state requirements.

Each elementary school has a team of specialists who coordinates language arts, math, science, social studies and technology. This team works with the school administrators and teachers and with the district's Curriculum Department for continual program improvement at all grade levels.

INTERMEDIATE PROGRAM-Children in the 5TH and 6th grades study language arts, reading, math, science, social studies, fine arts, and physical education. Elective offerings may vary from campus to campus. State law lists the skills and concepts which must be taught in each of these subjects at each grade level. The district's curriculum guides for the teachers are based on the state requirements.

Each intermediate school has a team of specialists who coordinates language arts, reading, math, science, social studies, and technology. This team works with the school administrators, teachers and the district's Curriculum Department for continual program improvement at all grade levels.

REQUIRED PHYSICAL ACTIVITY

In accordance with TEC § 28.002, Alief ISD has adopted policies to ensure that students enrolled in a grade below grade 6 engage in at least 135 minutes per week of structured physical activity. Physical activity must be provided in a TEKS-based physical education class or a TEKS-based structured activity. This is done in AISD through a combination of required physical education, required wellness time, structured recess, and a physical component required in all music classes.

In grades 6, 7, and 8 Alief ISD will ensure that students have a minimum of 4 semesters of daily PE, two required semesters in 6th grade and two required semesters in the 7th grade.

SCHOOL HEALTH ADVISORY COUNCIL

The School Health Advisory Council (SHAC) is an advisory group comprised of individuals who represent segments of the community. The group acts collectively to provide advice to the AISD School Board on aspects of the school district's health program.

Alief ISD will provide human sexuality instruction to district students in grades 6-12.

- **Health for High School Credit** - all students enrolled in health classes will receive instruction pertaining to the prevention of pregnancy and sexually transmitted disease using an abstinence plus approach. The Alief ISD curriculum follows the state standard of teaching abstinence as the only 100% effective method of preventing pregnancy and sexually transmitted diseases, and will also include abstinence plus instruction.
 - Abstinence Plus Education – Big Decisions Curriculum
 - Abstinence Education – Abstinence America
- **Middle School and Intermediate School** - all students enrolled in health and physical education classes will receive instruction pertaining to the prevention of pregnancy and sexually transmitted disease using an abstinence only approach. The Alief ISD curriculum follows the state standard of teaching abstinence as the only 100% effective method of preventing pregnancy and sexually transmitted diseases.
 - Healthy and Wise Curriculum
 - Aim For Success
 - Abstinence America

Your right as a parent/guardian entitles you to review the curriculum materials. Please contact your child's school for further information. You also have the right to decline any or all portions of this health education component without penalty to the student.

WELLNESS PROGRAM

School wellness programs are now required in all schools that participate in federally funded school nutrition programs. Alief ISD has written and is implementing a wellness policy that will benefit all students. This policy addresses goals that are designed to promote student wellness for **nutrition education, physical activity and other school-based activities**. It also sets **nutritional standards** for all foods available on each school campus during the school day. The objective of this policy is to promote student health and reduce childhood obesity.

SPECIAL PROGRAMS

QUEST, PEP & AIMS-Each elementary school has a program for students identified as gifted/talented. The PEP (Primary Enrichment Program) is for students in grades K – 2 and Quest is for students in grades 3 – 6. AIMS provides parents of gifted students with a program of choice for their children in grades K – 6. AIMS is an institute, where content from the four core academic subjects is incorporated into thematic units of study. The AIMS program is housed at the following campuses; Outley, Boone, and all Intermediate campuses. Information is sent home each spring to parents of identified gifted students on how to apply to the AIMS program.

A team of specialists at each elementary school coordinates instruction for gifted students. Enrichment activities for PEP and Quest occur in the regular classroom setting. In addition, students may spend a portion of each week working with one or more members of the specialist team.

Students may be recommended to the program by a teacher, parent, or by the student themselves. Students qualify for the gifted/talented program through high scores on a cognitive abilities test, an achievement test, and a test of creativity.

PRE-KINDERGARTEN-This is a half-day program for children who are four years old on or before September 1 AND

- A. Who do not speak and understand the English language (as determined by district testing) OR
- B. Whose household income is at or below the subsistence level as defined by Texas Education Agency
- C. Children of Active Duty Military Active duty uniformed members, which include parents or guardians, of the Army, Navy, Marine Corps, Air Force or Coast Guard who are assigned to duty stations in Texas or who are Texans who have eligible children residing in Texas.

To qualify on the basis of income, the parent must supply verification of income (the gross amounts from all sources to all persons in the household).

Parents of pre-kindergarten students are responsible for their children's transportation.

ESL/BILINGUAL PROGRAMS-Each campus provides assistance in learning English for children whose primary language is not English.

Children who speak a language other than English at home are tested at the time of registration. Based on assessment data, those students who need help in learning English receive assistance within the regular classroom, in special class sessions, and/or bilingual classrooms until they are able to exit the program.

TITLE I-Districts are notified annually of entitlements which are based on availability of funds and the number of low income families residing in the district as of census time.

SUMMER SCHOOL-A variety of summer school programs are provided for students in grades PK-8 identified as at risk of retention and/or who demonstrate academic need based upon specific program eligibility criteria. The programs may vary slightly from school to school depending upon funding sources available to the campus. Bus transportation is also available for students K-8 residing in bus zone areas. Invitation letters for summer school are distributed to parents of students meeting the eligibility requirements in late spring and registration is held prior to the end of each school year. Specific registration information will be provided within the letter. Students not registered by the deadline will forfeit their summer school invitation and their space will be released to the next person on the waiting list.

High School Summer School is offered to incoming freshman students and to currently enrolled high school students for original credit. Remediation courses are offered also to those students who are currently enrolled in high school. Counselors will have summer school registration information during the spring semester.

SECONDARY SCHOOLS

MIDDLE SCHOOL PROGRAM

Academic Teams-The middle school program is designed to have students in all grades organized into academic teams. The purpose of the "team" organization is to provide students with a sense of community in small groups as well as in the school community as a whole. The academic areas for all grades include social studies, language arts, mathematics, and science. Other required subjects, which may be provided at varying grade levels, include: computer literacy, health, reading/literature, and physical education. Students will choose for the remaining classes from fine arts, foreign language, technology, life management skills, and other electives as offered.

Intramurals-The co-educational intramural program offers both individual and team physical activities for all middle school students. Through their involvement, students develop intellectually, socially and physically. The intramural schedule for the school year includes team and individual sports, as well as special activities which are held on teacher workdays. Students are expected to make up any class work missed while participating in intramurals. Classroom teachers have the authority to terminate a student's participation in intramurals because of academic or disciplinary problems.

HIGH SCHOOL PROGRAM

ACADEMIC REQUIREMENTS

Accreditation (Texas Education Agency)-Schools must require all students to meet minimum requirements for graduating in order to

maintain full accreditation by the T.E.A. and the Southern Association of Colleges and Schools.

Grading System and Explanation

Academic and Elective courses		Conduct and Citizenship	
A = 90 - 100	excellent achievement 4 grade points	E	Excellent
B = 80 - 89	above average achievement 3 grade points	S	Satisfactory
C = 75 - 79	average achievement 2 grade points	N	Needs improvement
D = 70 - 74	below average achievement 1 grade point	U	Unsatisfactory behavior, poor attitude
Below 70 =	Failing No grade point		

Pre-AP/AP Courses-The Advanced Placement Program® follows course guidelines developed and published by the College Board. The program provides motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in AP classes gain college-level skills and are expected to sit for the exam at the end of the course. Pre-Advanced Placement courses are designed to build the necessary skills for students to be successful in Advanced Placement Classes. PreAP/AP courses have entry criteria and students sign a contract in order to participate. Descriptions for PreAP/AP courses are listed in the course catalog. PreAP/AP courses carry a weighted grade point.

Pre AP/AP Course Grade Points

A – 5 grade points	D – 2 grade point
B – 4 grade points	F – 0 grade points
C – 3 grade points	

Classification-Students are not reclassified during the school year. The minimum credit requirements for each classification are as follows:

10th grade	sophomore	6 credits
11th grade	junior	12 credits
12th grade	senior	19 credits

Any student who is 2 or more credits behind the standard at the end of the year may not participate in year-long, non-academic courses the following year (i.e., athletics, band, choir, orchestra, cheerleading, drill team, theatre, speech, ROTC). The student may be enrolled in these classes for one-half of the year and must make-up their credits in the second half of the year.

GRADUATION REQUIREMENTS

Both students and parents have the responsibility of selecting the proper courses needed to fulfill future goals; however, the student's teachers, counselor, and principal will be available to offer any assistance needed in planning a student's future.

To receive a diploma from an Alief high school, a student must have met the credit requirements of the district and passed the state's exit level test prior to graduation. A student who has met graduation requirements may finish school at the end of any semester with the principal's approval. Grade point averages will be computed at the end of the third nine weeks. Seniors are required to take four classes during the first semester of their senior year and at least three classes during their second semester.

Any student who drops out of a physical education waiver program must meet physical education requirements for graduation. LOCAL CREDIT ONLY courses do not count toward graduation requirements. Information regarding the specific requirements for graduation can be found in the school counselor's office.

Graduation Exercise-Graduation exercises will be held at the end of the second semester and in August. Only those students who have earned the required number of state and AISD required credits and have passed the state exit test before the graduation date will be allowed to participate. In addition to the other requirements for

graduation, a senior student must be in attendance at graduation practice.

Caps and Gowns-The caps and gowns for graduating seniors are bought from a company chosen by the administration. Cap and gown order are taken and fees are due when they are delivered. This cap and gown must be worn during the graduation.

Honor Cords worn by honor students are not replaceable.

Personal Graduation Plan (PGP)-Different from a high school four-year graduation plan, the PGP is devised to target specific areas of weakness in student learning which requires teachers to use innovative, systematic instructional approaches to close gaps in students learning. The purpose of the PGP is to assure that instructional deficiencies are addressed systematically, monitored frequently, and checked for effectiveness.

Graduation programs available for students:

- Minimum Program (22 credits)
- Recommended High School Program (26 credits)
- Distinguished Achievement Program (26 credits — to include 4 advanced measures)

Information specific to each plan is available in the counselor's office. The elective credits shall be selected from other courses listed in the high school course guide.

"Office Aide" credit is LOCAL credit and does not count toward graduation and GPA requirements.

S. O. A. R.- Special Opportunities for Academic Restoration (SOAR) gives high school students an opportunity to catch up or accelerate in order to complete high school requirements and graduate with their classmates. In order to participate in the program, students must submit an application and meet certain eligibility requirements. High school applicants must be at least 16 years of age and have no pending disciplinary action. Students may earn at least two credits in each subject – English, math, science and social studies – in one year on an accelerated block schedule.

S. O. A. R. Evening High School-This program is designed to assist those who are behind in credits and in danger of dropping out of high school, the S.O.A.R. Evening School also plays a significant role in credit recovery. Students that benefit most are sixteen years of age or older, one to two years behind their graduating class, credit deficit, but self motivated. Interested students should speak with their counselor to discuss the opportunity of attending the program. Applications may be picked up in the Counselors' Office at each high school.

The evening school program primarily uses the direct instruction model, though it utilizes other methods, such as computer-based software, and online courses or web-based curriculum, to intervene and address the diverse student needs. The program offers extended hours so it benefits students whose schedules require non-traditional hours.

CORRESPONDENCE COURSES

Correspondence and night school courses from another school can only be taken for high school graduation with prior permission of the principal. Correspondence courses will be considered for credit, but not used in determining grade point averages.

TRANSCRIPTS

When requesting an official transcript to be mailed by the registrar to the college of your choice, you must supply a stamped envelope addressed to that college five (5) school days prior to your mailing deadline. You will be allowed five (5) preliminary and one (1) final transcript mailed without cost. Additional transcripts will cost \$2.00 payable at time of request.

Universities or other entities that request official copies of the Academic Achievement Record (AAR) directly from school districts are responsible for obtaining authority from students for release of such records. Students may also request direct mailings of official copies to colleges or to prospective employers.

An official AAR provided by the school district may be differentiated from the copy given to the student or family. The words "Official Copy" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped "Official Copy" only at the time of its authorized release to another institution or student-approved recipient. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student or family. The principal, registrar, or their designee may also print or type his or her name and title and sign and date the AAR. An embossed school seal may also be used on official copies of the AAR along with the "Official Copy" entry. **For class rank information please see Board Policy EIC Local.**

CLASS SCHEDULE CHANGES

During the early part of each semester, it is always necessary to balance and change some classes. Beyond this necessity, all requests for class changes are discouraged. Requests to change a class from one period to another or from one teacher to another will not be honored.

DROPPING COURSES

Students are encouraged to select their courses carefully with the guidance of parents, counselors, and teachers. Students will need to drop courses if the prerequisite for the course has not been met. Courses may not be dropped after two (2) days and then only with the permission of the Associate Principal of Instruction or Coordinating Principal.

FINAL EXAMINATIONS

Final exams are to count 1/5 (20%) of the course average. **No final exam will be given early in any class for any reason.**

EXEMPTION POLICY

MAXIMUM ALLOWED:

Grade	# Per Semester
9	Two (2) classes
10	Three (3) classes
11	Four (4) classes
12	Five (5) classes / All classes second semester

***9th – 11th GRADES CANNOT EXEMPT SAME COURSE BOTH SEMESTERS**

QUALIFICATIONS:

Attendance

1. No more than 2 absences or 2 tardies in the class from which the exemption is requested
2. Truancy in any class will disqualify a student from any exemption
3. Absences for school business do not count against a student

Conduct

1. No more than a total of three (3) office referrals for the semester
2. A conduct grade of satisfactory or excellent
3. No removal from school for disciplinary reasons during the semester (no suspensions or emergency removals, etc.)
4. No assignment to Drop-In SAC, All Day SAC, or CLC

Grade Average

1. A grade of 80 or better for the semester in the class(es) from which the exemption is requested

Other

1. Students registering after the 6th day of a semester are not eligible for final exam exemptions
2. Transfer students must provide attendance and disciplinary information from their previous school
3. Any student who qualifies for an exemption has the option to take final exams
4. The grade received on the exam is weighted at 20% of the semester grade. The numerical average for the two 9 week grading periods will be their semester grade if the student is exempt and does not take a final

UIL

UIL Grade Eligibility Exemption Provisions/Advanced Classes – No Pass, No Play

The following provisions will be used by high school principals in exempting a student's grade in UIL identified advanced classes for no pass, no play purposes.

- An exemption may be granted for only one course per term. Students failing more than one course will not be considered for an exemption.
- Course grade average must be 65 or higher to be considered for an exemption.
- Grade exemption is for three weeks only.
- Student must submit to the principal an exemption request form complete with coach, sponsor and parent signature. Student remains ineligible for UIL purposes until the principal grants approval.

*This criteria is to be applied equally to all courses – both state and district identified.

DRIVER'S LICENSE VERIFICATION FORMS (VOE)

Forms for attendance verification for the Department of Public Safety (DPS) are provided at no charge. Eligible students are required to have attended school 90% of the time the class is offered and the student is enrolled. A mandatory one (1) day notice is strictly enforced to honor requests. Forms are filled out in the attendance office. **Verification forms needed during the summer should be obtained prior to the last day of the school year.**

STUDENT PARKING (HIGH SCHOOL STUDENTS ONLY)

The school will provide parking where space is available for student parking. Student automobiles, motorcycles, or other vehicles must be parked in the designated parking area. Students who drive motor vehicles to school must register their vehicles with the school and pay a fee to obtain a parking permit. The parking permit must be displayed in plain view when the vehicle is parked in the AISD parking lot. **A student must present proof of liability insurance and a valid driver's license.** Any student who operates a vehicle in an unsafe or a disruptive manner shall be subject to disciplinary action and may be denied the privilege of future operation on or around school property while school is in session. The parking lot is part of the school campus; therefore, the presence of controlled substances and other prohibited items in vehicles are subject to disciplinary and/or legal action.

Operation procedures are as follows:

- A. The speed limit on campus property is 10 miles per hour.
- B. Students are not allowed to drive recklessly or make unnecessary noise on campus.
- C. When students arrive on campus in the mornings, they are to park in the designated areas and report to the school building immediately. Students are not allowed to sit in cars between classes or during lunch periods.
- D. Students are not allowed to go out to the parking lot during the school day (with the exception of seniors leaving for lunch).

The school is not responsible for loss of articles or damages to vehicles in the parking lots.

STUDENT ACTIVITIES AND ORGANIZATIONS FOR SECONDARY STUDENTS

Every student can profit from the varied experiences which he/she will enjoy as a member of a club, team, or organization. Each student should affiliate himself/herself with at least one group whose activities interest him/her. The primary purpose of student organizations is so students learn to play, to organize, and to jointly carry out the projects and events which contribute to the enjoyment and wholesome development of the entire student body.

Requirements for Holding a Student Office:

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must meet guidelines established in AISD board policy and the organization's constitution. All officers must have an overall 2.0 grade average and no more than one "N" in conduct. The president must have a 3.0 average. Officers to be elected are president, vice-president,

secretary, and treasurer. The office shall be relinquished for serious infraction of the school rules, or failure to improve a grade of D or F, and/or a conduct mark of "N" or "U."

Regulations:

- A. A sponsor must be selected and approved by the Principal; the sponsor must be a certified staff member.
- B. Clubs should be based on student interest, and membership must be voluntary.
- C. No local dues may be charged; any student expense is subject to the approval of the principal.
- D. All clubs must have a constitution, specifying the purpose of the club. It is the responsibility of the student to secure a copy of the constitution from the sponsor to become familiar with the rules and regulations.
- E. All fund-raising and advertising should be supervised by the sponsor and have principal approval.
- F. UIL standards will be enforced for eligibility.

School-Sponsored Activities-When you are traveling on a school-sponsored trip or at a school-sponsored function, remember that you represent your school and community. Conduct yourself appropriately so that no criticism will be brought on you, your school, or your community by your actions. Students are governed by the Code of Student Conduct while in attendance at any school function (regardless of whether it is athletic, academic, or social).

All field trips and school-sponsored activities must be approved by the principal. Students must have permission slips signed by parents before they may go on field trips or school-sponsored functions. When our students and fans are at another school or city to support our teams in competition, it is necessary to demonstrate enthusiasm without becoming a public nuisance.

Host School-Visiting students and faculty should be treated with the greatest courtesy and respect.

Student Council-Student Council officers are elected each spring by the student body. The student council is a viable group whose goals work toward a better school through student involvement.

National Honor Society-The National Honor Society has a membership determined by the enrollment of the Junior and Senior Classes respectively, with elections being held in the fall of the school year. Membership is based upon the four ideals of the organization: scholarship, character, leadership, and service. To be eligible for membership, a candidate must be a Junior or Senior with an overall GPA of 3.7 and meet the other criteria as stated in the Society's constitution. Any item or combination of the following items will place a student on probation:

- A. Earning less than 2 grade points in any one course
- B. Receiving "N" or "U" in conduct
- C. Non-participation in NHS activities

A student must show evidence of service to the school and community. Grades and conduct are checked at the end of each term. Should a student's performance fall below the standards set, the student will be on probation for the next term. If at any other time during the student's membership, he/she is unable to maintain these standards, the student will be permanently dismissed. Graduates in good standing as stated in the constitution will be allowed to wear the NHS collar at graduation and will be given "Honor Cords."

National Junior Honor Society-This organization is for Middle School students who consistently exhibit behaviors which are characteristic of a highly successful student. To be in Junior Honor Society, students must be in eighth grade and must have a 90% average with no single grade lower than 80% for three consecutive grading periods, as well as teacher recommendation. A student may have no U's and no more than one N in one nine week period, or a total of three N's in three nine-week periods. In order to remain in Junior Honor Society, students must maintain an average of 85% of all grades. Any U, N, D, or F during a nine-week period will put students on probation. Students are allowed one probation period of nine weeks. More than one probation period will result in dismissal from National Junior Honor Society. The National Junior Honor Society strives to be of service to the school and the students.

Cheerleaders-In order to try out for cheerleader, you need to be aware of the following:

- A. In order to be eligible, UIL standards will be enforced.
- B. After selection
 1. Each must meet "no pass no play" requirements to participate. Ineligible students will be placed on probation.
 2. All grade averages will be checked and recorded immediately after the close of each progress report.

High School Activities-

Students Against Disruptive Decisions (SADD) - ELSIK ONLY

Bears Against Drugs (B.A.D. Club) - HASTINGS ONLY

Students Against Violence and Drugs (SAVD) TAYLOR ONLY

These organizations promote alcohol and drug awareness and responsible decision making. Each is open to all students who wish to become members. The group's goals include assisting students in sharing a "no use" message regarding alcohol and illegal drugs. They also sponsor many safe and drug free school activities such as Red Ribbon Week, the Great American Smoke-out, Operation Kick It, and various other programs throughout the year. Students interested in membership should contact the Student Assistance Counselor

Band-During football season all eligible band students make up the marching band. After marching season the band program is divided into Concert Bands. These groups perform separate jazz and pop music at several concerts throughout the year. All band students are required to audition for the various concert band organizations. The director shall determine in which band class a student will be placed based on auditions. Auditions will take place at the beginning of each term. All band students are members of the Marching Band, including the Flag and Rifle Corps. Band officers will be either elected or appointed. Dismissal or probation will be recommended by the director for lack of participation, poor conduct, absenteeism, and failure to comply with the rules.

Choir-Choir performs at school functions, competitions, and shows during the school year. All choir students are required to audition for the various choirs. The director determines in which choir class a student will be placed based on that audition. Auditions will take place at the beginning of each semester. Choir officers are elected or appointed. Dismissal and/or probation will be recommended by the director for lack of participation, poor conduct, absenteeism, and/or failure to comply with the rules.

Drill Team-The Drill Team performs at athletic functions and parades. Members also participate in competition and school spirit activities.

Yearbook -The school yearbook is published by the members of the Yearbook Staff. It is one of the cherished possessions of every high school student, as it provides a pictorial record of the school year. To be a member of the staff, a student must have at least a 2.0 grade average and have sponsor approval.

Newspaper-The school newspaper is written and compiled and compiled by the school's journalism classes. Found in the school newspaper are accounts of what has been happening in school and information regarding upcoming events. To be a member of the staff, a student must have a 2.0 grade average in Journalism IA and IB and have sponsor approval; however, journalism classes are

Academic UIL Spring Competition-Interscholastic Competition is open to students in all grade levels. Activities include various speech, journalism, writing, and other phases of literary competition.

Athletics-All high schools in AISD participate in University Interscholastic League Contest, and all sports activities are governed by the rules and regulations established by this organization.

The well-rounded UIL program includes football, volleyball, cross-country, basketball, baseball, softball, golf, soccer, swimming, tennis, track and field. Other sports may be added when sanctioned by the UIL and AISD. The number of teams in each sport is determined by students interest. Students who are interested in trying out for a sport should contact the head coach of that sport. Each student who wishes to participate in athletics must first secure parents' permission

and have doctor approval. Students participating in athletics who are determined to be involved with serious or persistent misbehavior will be dropped from the team. Students need to remember that participating is a privilege, not a student right. All UIL standards will be enforced for eligibility.

STEROIDS-State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to open to all students.random steroid testing. More information on the UIL testing program may be found on the UIL website at:

http://www.uil.utexas.edu/athletics/health/steriod_information.html

ELSİK RAMS	Academic Decathlon Alief Elsik Forensic Society (Speech/Debate) Alief Elsik Stage Company (Drama) Alief Jazz Ballet Anime Club Art Club Athletic Teams Band Best Buddies Business Professionals of America Cheerleaders Chess Club Choir	Drill Team Future Business Leaders of America Future Farmers of America Good Sportsman League Health Occupation Students of America International Thespian Society Ladies/Gentlemen of Excellence LEO Club Literary Magazine (Voices) Math/Science Club Mu Alpha Theta Muslim Student Association National Art Honor Society	National Forensic League National Honor Society National Science Honor Society Newspaper Orchestra Peer Assistance and Leadership (PALS) R.O.T.C. (Air Force) Red Cross Club Spanish Club Student Council Students for Christ United Cultures of Elsik Vocational and Industrial Clubs of America Yearbook
HASTINGS BEARS	Academic Decathlon A. H. Players Athletic Teams Band Black History Club Business Professionals of America Cheerleaders Choir Computer Club Distributive Education Clubs of America	Drill Team Earth Club French Club Good Sportsmanship League Health Occupation Students of America International Thespian Society Junior Achievement Math Club Model United Nations National Art Honor Society National Forensic League	National Honor Society National Science Honor Society Newspaper Orchestra Peer Assistance and Leadership (PALS) Psychology Club R.O.T.C. (Marines) Star Academic Challenge STARS Club Student Council Yearbook
TAYLOR LIONS	Academic Decathlon A.S.I.A. Anime Club Art Club Athletic Teams Band Book Club Business Professionals of America Cheerleaders Choir Christians in Action Club Leon/Pan American Student Forum Culture Club French Club	Future Business Leaders of America – FBLA Future Farmers of America – FFA Good Sportsman League Grades 4 Aid HOME International Thespian Society Junior Engineers of Texas (JETS) Ladies of Elegance Library Book Club Literary Magazine Mademoiselles Muslim Student Association National Art Honor Society National French Honor Society	National Honor Society National Spanish Honor Society Orchestra Peer Assistance and Leadership (PALS) Peer Mediation Project Help ROTC (Navy) Sports Medicine Star Academic Challenge Team Student Council Students Against Violence/Drugs (SAVD) Taylor African American Student Assoc. (TAASA) Texas Future Teachers of America The Gents

ALIEF INDEPENDENT SCHOOL DISTRICT
STUDENT CODE OF CONDUCT

DISTRICT BEHAVIORAL PHILOSOPHY

The Alief Independent School District Student Code of Conduct is based on a belief that excellence in education is best achieved by maintaining high standards for student conduct. Students are provided a quality educational program which encourages the acquisition, exchange, and application of ideas. This goal may be achieved in an environment which involves parental support and is free from disruptions which interfere with the educational process.

Alief ISD recognizes, appreciates, and encourages parental and staff responsibility for the development of self-discipline in the student to help achieve the goal of this code. Students are expected to conduct themselves appropriately and to contribute positively to the school community. By respecting student rights and encouraging student and parental responsibility, the district seeks the full development of each student's potential.

INTRODUCTION

The Alief ISD Student Code of Conduct developed through the commitment, cooperation, and involvement of the district's administrators, teachers, parents, Juvenile Justice Board, and Harris County Department of Education, describes the district's expectations for student conduct and specifies the consequences of violating this code.

Alief ISD's participation in the Juvenile Justice Alternative Education Program (JJAEP) of Harris County and the conditions of payment from the district to Harris County are outlined in the Memorandum of Understanding approved by both the Alief ISD Board of Trustees and the Juvenile Justice Board of Harris County. The Memorandum of Understanding between Alief ISD and the Harris County Juvenile Board shall be made part of this Code of Student Conduct by reference.

This Code of Student Conduct is in force:

- **during regular school hours (which include the time after the student leaves home until he or she returns home),**
- while the student is at a designated bus stop or while the student is being transported on a school bus,
- at school-related functions where school personnel have responsibilities for students,
- any time or place at which student conduct can be linked to the campus of the student or obstructs the mission or operations of the school district or the safety or welfare of other students or staff members, and
- while a student is visiting any other campus in the State of Texas.

The district requires completion of the Student Code of Conduct Acknowledgement Form (signature page) annually. Each campus will implement a procedure for documenting that each student has received a copy of the Code.

The Code:

- describes a positive learning atmosphere,
- specifies conduct that disrupts such an environment,
- assures the rights and responsibilities of students, and
- standardizes procedures to be used in responding to disciplinary matters.

This code has been approved by the Board of Trustees and carries the full impact approved by board policy and administrative procedures. Subsequent addenda may be adopted by the Board of Trustees and may represent authorized amendments to the Code.

A copy of the Alief ISD Board Policy Manual may be accessed via the Alief ISD Web page at www.aliefisd.net. A copy is also kept on file in the Superintendent's Office. References are made to the Alief ISD School Board policies throughout the Code of Student Conduct. These references are noted by an alphabetical coding system; i.e. FOD (LEGAL).

RESPONSIBILITIES

The individual responsibilities described below require full cooperation and collaboration of all who are involved in the educational process.

1. Students are responsible for:
 - A. acknowledging, reviewing with parents, signing annually, and complying with the AISD Code of Student Conduct,
 - B. conducting themselves in a manner, including attire, that is neither disruptive, disrespectful, nor gang related and which does not violate any section of the Code of Student Conduct,
 - C. attending assigned meetings, counseling sessions, or mandatory tutorials,
 - D. cooperating with teachers, administration, and parents in the implementation of the Code of Student Conduct,
 - E. exhibiting positive school citizenship,
 - F. attending school in compliance with state laws and district policies,
 - G. following school rules and regulations as described in the student handbook,
 - H. practicing self-discipline strategies,

- I. returning textbooks and educational materials to the school or reimbursing the school for items lost, broken, or misplaced,
 - J. attending scheduled classes on time,
 - K. preparing for class and completing assignments, and
 - L. reporting any information that jeopardizes the safety and well being of students and staff.
2. **Parents are responsible for:**
- A. reading, signing annually, and becoming informed about the Alief ISD Student Code of Conduct and encouraging their children to adhere to it, **(refusal or failure to sign does not exempt a student from adhering to the rules, regulations or consequences contained in this document.)**
 - B. establishing and maintaining a positive attitude toward education and behavior at school and for encouraging proper study habits and responding appropriately if notice of unsatisfactory progress is received from school,
 - C. ensuring that their child attends school regularly and is on time (Parents should also report student absences or partial day absences on the day of the absence and must send a written note to the school within three (3) days for verification,
 - D. picking up their child at the end of the school day or following an after-school activity within 30 minutes of the designated time,
 - E. teaching their children respect for the property rights of others and for the school rules,
 - F. providing for the physical needs of their children and ensuring appropriate dress at school and school-related activities,
 - G. showing an active interest in their children's progress through contact with the school and ensuring attendance at tutorials when required,
 - H. ensuring that their children return school property, including but not limited to textbooks, library books, articles of clothing and classroom materials provided to them for educational purposes and for reimbursing the school for the cost of those items lost, broken, or misplaced by their children,
 - I. maintaining up-to-date home, cell, work, and emergency telephone numbers and other pertinent information at the school,
 - J. cooperating and responding immediately to school requests when the child is ill or involved in a disciplinary matter,
 - K. participating in conferences during the school year,
 - L. attending parent training workshops for home reinforcement of study skills and specific curriculum objectives,
 - M. making restitution in accordance with Board policy,
 - N. providing transportation for a student assigned to detention,
 - O. assuming responsibilities as described in the student handbook,
 - P. reinforcing self-discipline strategies as practiced in school,
 - Q. providing adequate supervision for the student during periods of suspension,
 - R. maintaining open communication with school staff, and
 - S. reviewing, signing, and returning all state mandated notices regarding student progress.
3. The Community is responsible for supporting the philosophy and practices of the Student Code of Conduct through:
- A. community involvement in acknowledging student achievements,
 - B. community involvement in school/student extra-curricular activities,
 - C. cooperation with law enforcement agencies and compliance with existing laws and ordinances,
 - D. provision of positive adult role models, and
 - E. family support services such as outreach programs.
4. Teachers and staff are responsible for:
- A. knowing and implementing the stated Alief ISD Student Code of Conduct,
 - B. filing a written report, in a timely fashion, to the appropriate administrator documenting that a student has violated the Code of Student Conduct,
 - C. implementing lesson plans, learning activities, and classroom management techniques designed to teach self-discipline strategies and which meet district standards for effective educational programs,
 - D. effectively communicating expected behaviors within the classroom and building,
 - E. maintaining effective communication with school administrators to inform them of individual student issues,
 - F. cooperating with counselors and the school nurse to develop a thorough understanding of the individual student,
 - G. maintaining contact with parents to encourage a consistent home/school approach in solving individual student issues (including one or more conferences if the student is not maintaining passing grades or achieving the expected level of performance),
 - H. serving as positive role models for students and encouraging good student discipline by being in regular attendance and on time,
 - I. teaching students, through interactions, to strive toward self-discipline and encouraging work habits that will lead to the accomplishment of personal goals,
 - J. maintaining an annual disciplinary record,
 - K. displaying respect toward students and parents,
 - L. grading assignments promptly and disseminating grades in accordance to board policy,
 - M. responding to parental messages and requests in a timely manner,
 - N. ensuring that all interactions with fellow staff members and parents are designed to ensure maximum student success, while maintaining confidentiality,
 - O. recording attendance accurately and timely attesting to the validity of the data,
 - P. ensuring good student discipline by being in regular attendance and on time,
 - Q. recommending students who are habitually absent or who will possibly be retained to attend mandatory tutorials,
 - R. ensuring good student discipline and time-on-task by developing and implementing detailed and grade level appropriate daily lesson plans, and
 - S. creating a safe school-wide environment.
 - T. assuming all responsibilities as described in the school staff handbook and district employee handbook.
5. Campus administrators are responsible for:
- A. establishing and implementing programs to train staff members in the Alief ISD Student Code of Conduct,
 - B. sending, within three (3) days, a copy of a report received from a teacher reporting a student's violations of the Student Code of Conduct to that student's parent or guardian,
 - C. assisting campus staff in the implementation of the District Student Code of Conduct,
 - D. establishing a method to educate students relative to their self-discipline responsibilities with the Student Code of Conduct,
 - E. informing and involving parents in the implementation of the Student Code of Conduct,

- F. responding to self-discipline deficits referred to them by teachers and assisting with individual students who may not conform to the Student Code of Conduct,
 - G. ensuring that parents are notified of the progress of their student and any significant changes in achievement and/or behavior,
 - H. implementing discipline procedures,
 - I. providing parent training workshops for home reinforcement of study skills and specific curriculum objectives,
 - J. serving as positive role models for students, parents, staff and community.
 - K. holding students accountable for their actions which relate to the Code of Student Conduct and to communicate in a positive manner with the Alief Police Department as needed, and
 - L. ensuring that all student data is properly recorded in a timely fashion.
6. Central Administrators/Directors are responsible for coordinating and directing the Student Code of Conduct by:
- A. recommending Board approval,
 - B. ensuring district compliance with legislation,
 - C. designating campus discipline management specialists,
 - D. developing, providing, and documenting training/in-services with Chapter 37 of the Texas Education Code,
 - E. evaluating the District Student Code of Conduct,
 - F. publicizing, promoting, and disseminating information in the community and district about the Student Code of Conduct, and
 - G. fulfilling designated roles in due process and hearing procedures.
 - H. serving as positive role models for students, parents, staff and community
7. School Board members are responsible for:
- A. enacting and enforcing policies which facilitate establishment and maintenance of a positive learning environment,
 - B. approving and supporting the District Student Code of Conduct,
 - C. budgeting to ensure quality education and implementation of the District Student Code of Conduct, and
 - D. fulfilling designated roles in due process and hearing procedures.
 - E. serving as positive role models for students, parents, staff and community

STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of this section of the Student Code of Conduct is to provide a brief description of the rights and responsibilities of the students.

1. Curriculum
 - A. Students have the right to participate in appropriate educational programs.
 - B. Students have the responsibility to strive for academic growth by participating to their utmost ability.
 - C. Students have the right to study under competent instructors in an atmosphere free from bias, prejudice, and disruption.
 - D. Students have the responsibility to contribute toward the development of a positive school climate conducive to wholesome learning and living.
 - E. Students have the right to appropriate counseling for educational problems.
 - F. Students have the responsibility to seek counseling for educational problems.
 - G. Students have the responsibility to utilize technology, textbooks, and other school resources appropriately and with care in accordance to the Acceptable Use Policy and textbook guidelines.
2. Grades/Records
 - A. Students have the right to receive an academic grade reflecting their academic achievement.
 - B. Students have the responsibility to maintain reasonable standards of academic performance commensurate with their ability.
 - C. Students have the right to be notified of unsatisfactory progress prior to the end of the grading period.
 - D. Students have the responsibility to make every effort to improve their performance upon notification of unsatisfactory progress.
 - E. Students have the right to receive a conduct grade in each class consistent with their overall behavior.
 - F. Students have the responsibility to conduct themselves in ways conducive to the learning process.
 - G. Students have the right to be protected by legal provisions which prohibit the release of confidential information without the consent of the parent or eligible student (students 18 years old or older).
 - H. Parents or eligible students (students 18 years old or older) have the responsibility to release information for the benefit of the student.
 - I. Parents or eligible students (students 18 years old or older) have the right to inspect, review, challenge, and request correction of the information contained in those records directly relating to the student
 - J. Parents or eligible students (students 18 years old or older) have the responsibility to give the school information that may be useful in making appropriate educational decisions.
3. Attendance
 - A. Students have the right to information on policies and rules concerning attendance.
 - B. Students have the responsibility to attend all classes daily and on time.
 - C. Students have the right to appeal to the campus administrator a decision pertaining to an absence.
 - D. Students have the responsibility to provide the school adequate explanation with appropriate documentation indicating the reason for an absence.
4. Free Speech
 - A. Students have the right to refrain from any activity which violates their established religious precepts.
 - B. Students have the responsibility to respect the religious beliefs of others.
 - C. Students have the right to express themselves within the guidelines of the Student Code of Conduct.
 - D. Students have the responsibility to express themselves without violating the rights of others, interfering with the orderly educational process, and without using language phrases that could be reasonably interpreted as threatening or implying violence or aggression.
5. Student Government
 - A. Students have the right to form and operate a student council with prior approval of school administration and under the direction of faculty advisors.
 - B. Student Council officers and representatives have the responsibility to be alert to the needs of the school and to listen to the concerns of the student body and to work appropriately for the benefit of all.

- C. Students have the right to seek office in student organizations if they meet qualifying criteria.
 - D. Students have the responsibility to conduct election campaigns in accordance with school rules.
6. Search and Seizure
- A. Students have the right to privacy in their personal possessions unless there is reasonable suspicion to believe the student is concealing material prohibited by school rules, board policies, or administrative procedures of the school. Searches of students' outer clothing, purses, backpacks, pockets, and, electronic devices may be conducted if reasonable suspicion exists.
 - B. Searches are limited in scope, are specific in nature, and are related to the circumstances that justified the search in the first place.
 - C. Students are responsible for items or objects in their care, custody and control, which includes lockers, vehicles, desks, backpacks/purses, electronic devices, and articles of clothing.
 - D. Lockers and desks are the property of the district, and the school maintains control of said property at all times. Lockers, desks, and other school property may be subject to search with reasonable suspicion.
 - E. A school official may conduct a search if it is believed that the search will uncover evidence of rule violations or criminal violation
 - F. Vehicles on school property are subject to search by school officials if there is reasonable cause to believe that contraband is in or on the vehicles.
7. Discipline
- A. Students have the right, in discipline matters, to treatment which does not violate their legal rights.
 - B. Students have the responsibility to behave in a manner which does not disrupt or interfere with the educational process.
 - C. Students have the responsibility to abide by the approved mode of dress.
 - D. Students who are recommended for removal from school for more than three (3) consecutive school days have the right to a formal hearing with the building principal.
 - E. Students and their parents or guardians have the responsibility to become familiar with the removal procedures.
 - F. Students who have been removed from school have the right to know the conditions under which they may be re-admitted to school, including any stipulated limitations.
 - G. Students have the responsibility to abide by the Electronic Communication and Entertainment Devices Policy and Student Code of Conduct.
8. Review
- A. Students and their parents have the right to a review of disciplinary actions which they feel are unreasonable, unfair, or excessive (See Student Complaint Procedure).
 - B. Students and their parents have the responsibility to maintain constructive communication with appropriate school personnel regarding disciplinary alternatives and to utilize appeal procedures when necessary.
 - C. Parents have the right to review disciplinary actions from the administrative staff pertaining to the rights of their child without infringing on the rights or privacy of other students.

STUDENT CONDUCT

It is reasonable for the district to expect students to behave appropriately. Appropriate student behaviors are those which facilitate effective teaching and learning; inappropriate behaviors are those which interfere with effective teaching and learning. The following descriptions are intended to give the student awareness of the conduct which is expected of all Alief ISD students.

The district has the right to revoke the transfer of a non-resident student for violating the district's code.

1. Attendance
- A. Regular attendance and punctuality are required of every student.
 - B. Unless exempt by T.E.C. Sec. 25.086, every child who is as much as six years of age or who is younger than six years of age and has been previously enrolled in first grade and who has not yet reached his/her eighteenth birthday shall attend school each school day for the entire period the program of instruction is provided.
 - C. A student who has been absent from school must present a written excuse from the parent /guardian/physician within three school days after returning to school. An unexcused absence occurs when a student fails to provide a written excuse as required by policy.
 - D. An unexcused partial day absence occurs when a student is on campus, fails to attend a scheduled class for the entire period of instruction and does not have a valid excuse. The consequences are administrative and may lead to legal action.
 - E. A tardy occurs when a student arrives late to school or a scheduled class without a valid excuse. Students are required to be on time to class in order to avoid disrupting the learning environment. Arriving late to school or class will result in administrative consequences.
 - F. Once on campus, no student is permitted to leave school during school hours without written excuse or telephone contact with a parent or guardian verified by the school. The request to leave school before the end of instruction must be approved by the principal or designee. Abuse of the early release policy will result in administrative or legal action against the student, parent, or both.
 - G. In cases of prolonged chronic illness or injuries, medical absences of five days or more, a written medical statement from a certified physician will be required upon the student's return to school. In addition, a medical statement will be required in cases where absences due to medical reasons are anticipated. If the student's illness extends longer than two weeks and is predicted to be as long as four weeks, the parent may want to request General Education Home Bound Services (GEHBS). GEHBS will allow the student to continue with their studies while being supervised by a GEHBS teacher that visits the student while they are recovering at home.
2. Respect for Persons and Property
- A. Persons
 - Individuals are prohibited from bringing or being in possession / custody of any weapons, including weapon replicas (as defined by AISD), on school property or to school sponsored activities.
 - The possession or use of articles generally not considered weapons may be prohibited when a reasonable danger exists.
 - Students are prohibited from displaying physical aggression, assaulting or threatening anyone on school property or at school sponsored events.
 - B. Property
 - Students are prohibited from vandalizing or otherwise damaging or defacing any property belonging to, rented by, or used by the district or district personnel.

- Students shall not take or borrow any property that does not belong to them without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner.
- Students are responsible for securing/monitoring their possessions which include personal items and school-issued textbooks, books, CDs, etc.
- A student's grade will be reduced for copying, cheating, or plagiarizing.

3. General Conduct

Students are responsible for the rules and regulations established by the district, the school, and the classroom teacher. They are responsible for conducting themselves in a manner that is neither disruptive nor disrespectful and which does not violate the rights of others. Therefore, students should become familiar with and observe the laws, policies, rules, and regulations which concern student conduct.

A. **Alcohol and Drugs:**

No student shall possess, use, transmit, sell, or attempt to possess, use, transmit, sell, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event.

- Any controlled, simulated controlled substance or dangerous drug which is defined as such by the Texas Controlled Substances Act—**without regard to amount**—including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, steroid or barbiturate.
 - Alcohol or any alcoholic or intoxicating beverage.
 - Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
 - Any other intoxicant, or mood-changing, mind-altering, or behavior-altering chemical.
- Students who are caught using or who are in possession of an illegal drug will be processed through our Discipline Management System. A prescription drug not prescribed to the individual may be considered an illegal drug. Use or possession of an illegal drug requires that the student be assigned to a DAEP and referred to the Alief ISD Police Department for possible filing of charges.
- No student shall possess, use, transmit, or sell any paraphernalia which may be considered to be related to drug or alcohol use.
 - Students in possession of drugs may be immediately arrested by Alief ISD Police and administrative actions will follow.

B. **Bullying/Harassment:**

Students are prohibited from initiating or engaging in any bullying or harassing, whether individually or in concert with others, towards another student for the purposes of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace and prohibited from encouraging or assisting any other person in the act of bullying or harassing.

C. **Fraternities/Sororities/Secret Societies:**

Students are prohibited from joining any organization composed wholly or in part of public school students which seek to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decisions of its membership rather than upon the free choice of any student who is qualified by the rules of the school to fill the special aims of the organization. Alief ISD School Board Policy FNCC (LEGAL)

D. **Gang-Related Affiliation/Behavior:**

Students are prohibited from any behaviors which are associated with gang related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, violence, graffiti or symbols, tattoos, and identifying language or hand signals.

E. **General Disruption:**

- No student shall willfully engage in disruptive activity or disrupt a lawful assembly on the property of any public school or at any school-sponsored activity.
- No student on school property or on public property within 500 feet of school property, either alone or in concert with others, shall willfully disrupt or substantially interfere with the conduct of classes or other school activities (Including civil disobedience, walk-outs etc...). School property includes public school campuses or school grounds on which any public school is located, and any ground or building used by a school for parking, assemblies, or other school-sponsored activities. Public property includes any street, highway, alley, public park, or sidewalk. Conduct that disrupts the educational activities of a school includes, but is not limited to, tardiness, violation of class rules, emission of any means of noise of any intensity that prevents or hinders classroom instruction, enticement or attempted enticement of students away from classes or other required school activities, prevention or attempted prevention of students from attending classes or other required school activities, entrance into a classroom without the consent of either the principal or teacher, and acts of conduct and/or use of loud and profane language causing disruption of class activities.
- No student shall sell/distribute non-school sponsored items (candy, gum, raffle tickets, flyers, etc.)

F. **Going To and From School:**

Community residents have a right to privacy on their private property, and freedom from abusive behavior. On the way to and from school, students shall not loiter, litter, trespass, abuse, or create nuisance conditions for residents of the community. **All students will be held accountable for their actions according to the Code of Student Conduct while traveling to and from school.** The district has a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

G. **Hazing:**

Students are prohibited from initiating or engaging in any willful act, whether individually or in concert with others, to another student for the purposes of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace; from encouraging or assisting any other person in hazing; or as further defined by law.

H. **Hit List:**

Students are prohibited from making, possessing, distributing, or using for any purpose, a hit list while attending school or a school sponsored event.

I. **Medication:**

The school nurse is responsible for maintaining all student medications in the campus clinic and for assuring that all medications are administered in accordance with the parental approval and as prescribed. All medications should be, if possible, given by the parent/guardian at home. In the event that medication must be administered at school, the medication must be furnished by the parent, properly labeled, and turned in to the clinic in the original container. The medicine must be accompanied by a written request signed by the parent/guardian and/or physician prescribing the medication, identifying the medicine, amount and time(s) to be given, and the length of the time the student will be taking the medication. **Students may not carry over the counter, homeopathic drugs, dietary supplements, and prescription or non-prescription medications with them on campus.** Any exceptions must be approved by the principal with written notes from the parent/guardian and the student's doctor; or the school nurse may make an exception on a temporary basis when unusual circumstances exist. **Voluntary or involuntary violations of these procedures will result in disciplinary action.**

J. **Electronic Communication and Entertainment Devices**

Alief Independent School District is committed to maintaining the highest quality instructional environment possible. The use of Electronic Communication or Entertainment Devices (ECED) is strictly prohibited during instructional hours, which is defined as the period of time from arrival on campus through dismissal. Students may possess ECED on AISD property and sponsored activities; however, it is the students' responsibility to ensure that the ECED is turned off and out of sight during times of unauthorized use. Students must not turn on or use the ECED until the end of the official instructional day. The use of ECED in a manner that is obscene, illegal, profane, threatening, or in a fashion which violates another person's privacy is prohibited. Failure to comply with this policy will result in the ECED being confiscated from the student and turned in to the main office. Confiscated items can be retrieved by parents or guardians by presenting current photo identification and paying a \$15.00 cash administrative fee each time a device is confiscated. While reasonable care will be given to safeguard all items confiscated, AISD will not assume responsibility or liability for loss, damage, theft or any unauthorized use of a confiscated ECED. A global warning is in effect and shall be considered sufficient as a first warning.

- **Global Warning in Student/Parent Handbook, visual reminders, Alief Communicator and AISD Web Site (First Warning)**
- ECED policy violated will result in parental notification, confiscation and storage in central location
- Pay \$15.00 cash administrative fee to reclaim device on Tuesdays or Thursdays during school hours

K. **Utilization of Technology:**

Students must comply with Alief ISD Board Policies CQ (LOCAL), CQ (REGULATION), and FNC (LOCAL) as they apply to technology. Violations of these policies will result in disciplinary action.

L. **Possession or Use of Tobacco:**

Students are prohibited from possessing or using tobacco products or paraphernalia (including, but not limited to, cigarettes, cigars, pipes, snuff, or chewing tobacco) on school premises or at school-related functions.

M. **Public Display of Affection:**

Students are prohibited from public display of affection according to campus rules.

N. **Sexual Harassment:**

No student should be subjected to sexual harassment. Students who feel that they have been subjected to sexual harassment may utilize the student complaint process. A student may present a complaint regarding sexual harassment to a principal, counselor, teacher, or other professional employee of the building, and that person will ensure that the complaint is investigated. (See Student Complaint Procedure)

O. **Student Publications:**

- Material intended for posting or distribution, including petitions for which signatures are solicited, on school premises shall first be submitted to school officials and reviewed according to school policy and procedures.
- Material shall be submitted to the principal, who shall approve or disapprove the material within twenty-four (24) hours.
 - a. An adverse ruling may be appealed to the superintendent, who shall rule on the appeal within three (3) days.
 - b. An adverse ruling by the superintendent may be appealed to the School Board, which shall place the matter on the agenda for the next regular School Board meeting.
- Reasonable time, place, and matter restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal, substantial disruption of school operations would likely result.

P. **Transportation: (School Buses or Other District Vehicles)**

Students are subject to the Code of Student Conduct when they are transported in school district vehicles. Any student who violates the Code of established rules of conduct while being transported in school district vehicles will be disciplined and/or denied transportation services.

- Students shall be responsible for knowing and following the rules and regulations regarding safe transport of students by bus.
- The concept of school bus safety has always been the highest priority of the Alief ISD Transportation Department. The philosophy among transportation officials is that safety must and will be maintained to ensure incident-free service for all whom transportation privileges have been extended. State of Texas law, as enacted by the 74th Texas Legislature, speaks very clearly regarding school bus safety. The intention given by the 74th Legislature provides for the enforcement of school bus safety under various parts of the Texas Education Code. Subtitle G. Safe Schools contains Chapter 37; Discipline, Law and Order, which contains, Section 37.125 and Section 37.126 which states:
 - a. Section 37.125, Exhibition of Firearms: (a) A person commits an offense if the person, by exhibiting, using, or threatening to exhibit or use a firearm, interferes with the normal use of a school campus or portion of a campus or **a school bus being used to transport children to and from school and/or school sponsored activities of a public or private school.** (b) An offense under this section is a third degree felony.
 - b. Section 37.126, Disruption of Transportation: (a) Except as provided by Section 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an

activity sponsored by a school on a vehicle owned or operated by a county or independent school district. (b) An offense under this section is a Class C misdemeanor.

- The Alief ISD Transportation Department is responsible to the thousands of students and their parents served by the district to provide the safest possible school bus ride. Those few students whose behavior jeopardizes the safety of any bus or group of students on district transportation will be subject to the laws of the State of Texas and the rules and regulations of the Alief ISD.

ALIEF ISD BUS RIDER CONDUCT REGULATIONS ARE AS FOLLOWS:

- a. Students shall remain in the bus seat while the bus is in motion. (TEC, Section 34.004)
- b. Students shall not carry any weapons, incendiary items, or knives on or around the bus (including at the bus stop).
- c. Scuffling, fighting, and use of profane language on or near the bus will not be tolerated (including at the bus stop). If the bus driver is addressed in a disrespectful or inappropriate manner, the ensuing administrative action will parallel that which would result from a teacher being subjected to similar action.
- d. Students guilty of throwing objects from the bus will be referred to their school for disciplinary action and will be responsible for damage to a vehicle or injury to a person resulting from being struck by the thrown object.
- e. Use or possession of tobacco, tobacco products, or tobacco paraphernalia in any form on the bus is prohibited. (TEC Section 38.006)
- f. Use or possession of drugs, alcohol, or medicines on or near a school bus (including at the bus stop) is prohibited. (TEC 37.006)
- g. **When unsafe or inappropriate behavior reaches the point of persistence and the driver deems it necessary to return the bus to school or to stop the bus to restore order, the student may be in violation of TEC Section 37.126 if the student intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or to a school-sponsored activity. An offense under this section is a Class C misdemeanor.**
- h. To ensure student safety, students must use appropriate exits and entrances unless otherwise instructed by the bus driver to use emergency exits.
- i. Bus Passes are passes that give a student permission to ride a bus other than their assigned bus. These passes are good for one day only and must be issued by a school official. Passes will not be issued for social visits or meetings such as visits to friends or scout meetings.
- j. Stops – Students are allowed to exit their bus only at their assigned stop.
- k. When a student is being transported in a special transportation bus or a school district automobile, seat belts must be used at all times.
- l. Disciplinary sanctions and changes in transportation services for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

Q. Weapons:

A student shall not be in possession of any weapon at school or any school-related activity, nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school or a passenger transportation vehicle of a school with any weapon, unless pursuant to written regulations or written authorization of the district.

A student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or of any school bus engaged in the transportation of students to and from school-sponsored activities by exhibiting, using, or threatening to exhibit or use a firearm.

Alief ISD believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, Alief ISD has declared that the following violent and abusive behaviors shall not be tolerated in district schools, at district activities, on district buses, or on district property.

- **Possession of a weapon**
- **Possession of an illegal drug**
- **Possession of alcohol**
- **Assaulting a teacher, other district employee, student, or any other individual on school district property**
- **All TITLE V felonies**
- **Gang-related behavior/violence**

DISCIPLINE INVESTIGATION CONSIDERATIONS

During an investigation involving violations of the Student Code of Conduct, the Alief Independent School District and its agents will give consideration to certain factors prior to making decisions concerning suspension, removal to a disciplinary alternative education program, expulsion, or placement in a juvenile justice alternative education program.

Factors, such as self-defense, the intent or lack of intent at the time of the conduct, the disciplinary history of the student, or any documented disability which could substantially impair the student's capacity to appreciate the wrongfulness of the conduct that the student has allegedly committed, are considered in the decision. The same considerations will be given whether the decision concerns a discretionary or mandatory action.

STUDENT/PARENT DISCIPLINE APPEAL PROCEDURE

The purpose of this procedure is to secure at the first possible level a prompt and equitable resolution of student or parent complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, disability, age, or limited English proficiency.

During the course of the year there may be times when parent questions, concerns, or disagreements arise over a situation, action, or decision from the school or school personnel. Individuals involved in the complaint or concern usually want the opportunity to resolve these issues first. Therefore, it is important for resolutions to be secured at the campus level. However, if this is not the case, please follow the appeal levels listed below:

Level I

A student or parent who has a complaint will request a conference with the building principal within fifteen (15) school district business days of the time the student or parent knew or should have known, of the event or series of events causing the complaint. The principal will schedule and hold a conference with the student or parent within five (5) school days of the request. The administrator will have five (5) school days following the conference to provide the student or parent a response.

Level II

(A) If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with Pupil Personnel Services to appeal the Level One decision. The appeal notice must be filed in writing, on a form (Exhibit A/FNG) provided by the District, within ten (10) school days after receipt of a response or, if no response was received, within ten (10) school days of the response deadline at Level One. Pupil Personnel Services will hold a conference within ten (10) school days after the notice is filed. Pupil Personnel Services will have ten (10) school days following the conference to provide the parent or student a written response.

(B) If the outcome of the conference and written complaint with Pupil Personnel Services is not to the student's or parent's satisfaction, the student or parent may submit to the Assistant Superintendent for Student Services a written request (Exhibit B/FNG) to have the matter reviewed. The Assistant Superintendent for Student Services will hold a conference within ten (10) days after the notice is filed. The Assistant Superintendent for Student Services will have ten (10) school days following the conference to provide the parent or student a written response. The appeal to the Assistant Superintendent for Student Services is the final step of the Student/Parent Complaint Procedure.

Level III

Expulsions Only (Board Policy FOD)

The district Title IX and ADA Coordinator is:

Name: Rose Benitez, Ed.D.
Position: Assistant Superintendent of Human Resources
Address: 4250 Cook Rd.
Houston, Texas 77072
Telephone: (281) 498-8110

A complaint may also be filed separately with the Office of Civil Rights.

Regional Director
Office for Civil Rights MC 174-7
5425 Polk
P.O. Box 16017
Houston, TX 77222-6017
713-767-2382
713-767-2352 fax

DISCIPLINE MANAGEMENT ALTERNATIVES

The following alternatives are designed to protect the rights of all students to an educationally efficient school setting that promotes teaching and learning in a safe and orderly manner. Students may not be disciplined for lack of progress toward achievement of learning objectives; however, disciplinary measures may be appropriate when misbehavior impedes progress toward these objectives.

The discipline management alternatives include five levels. Each level has an increasing degree of intervention designed to promote student self-discipline. In the event that an attempted discipline option is unsuccessful, subsequent discipline option(s) must immediately follow.

The following lists include examples of disciplinary alternatives and misbehaviors. Any combination of the disciplinary actions listed at each level may be used as a consequence of student misbehavior. Discipline management alternatives or alternative educational programs for students with disabilities, IDEA and §504 eligible must be consistent with the student's educational plan (Individual Education Plan or Instructional Plan).

Discipline Levels

Level I	Level II	Level III	Level IV	Level V
<ul style="list-style-type: none"> • Being in the wrong or restricted area • Campus/class rules violation • Cheating • Cutting in line • ECED violation/Possession of electronic devices (CD players, I pods, etc.) • Food or drink in restricted area • Hall disruption (running, shouting, horseplay) • ID badge violation • Lack of class preparation • Laser pointers • Mode of dress violation • Noise that hinders instruction • Public display of affection • Sleeping in class • Talking in class • Tardiness • Toys 	<ul style="list-style-type: none"> • Disobedient/disorderly • Disrespect toward others • Disturbing/taunting • Gambling • Hazing • Inappropriate touching • Insubordination • Intimidation • Leaving class w/o permission • Persistent level I misbehavior • Physical aggression towards students • Plagiarism • Possession of pornography • Profane / abusive language student to student • Publication policy violation • Safety violation • Selling/distributing non-school related materials • Threatening/taunting another student • Transportation violation • Trespassing • Truancy 	<ul style="list-style-type: none"> • Assault • Bullying • Common area disruption • Computer use violation • Criminal mischief (misdemeanor) • Criminal trespassing • Extortion • Fighting • Forgery • Gang-related behavior • General disruption • Human waste violation • Incendiary devices • Making a hit list • Noxious odor devices • Pepper spray/mace • Persistent level II misbehavior • Possession of non-illegal knife • Possession of simulated controlled substance • Possession of tobacco products/paraphernalia • Profane / abusive language (student to staff) • Sexual harassment • Shocking devices • Stalking • Stealing • Threatening staff • Vandalism • Verbal altercation • Violation of clinic medicine policy • Weapon replica 	<ul style="list-style-type: none"> • Alcohol (misdemeanor) • Assault causing bodily injury • Assault against district employee/volunteer* • Burglary of an Alief ISD facility • Chronic gang behavior • Counterfeiting • Criminal mischief (felony)* • Dangerous objects/materials • Drugs (misdemeanor) • False alarm/report* • Felony committed on school property* • Indecent exposure • Persistent level III misbehavior • Physical/Verbal Aggression against district employee or volunteer* • Public lewdness • Retaliation • Robbery • Terroristic threat* • Title 5 Felony (off campus)* • Vandalism (felony) • Volatile chemical abuse (misdemeanor) • Weapons violation 	<ul style="list-style-type: none"> • Aggravated assault • Aggravated kidnapping • Aggravated robbery • Aggravated sexual assault • Alcohol (felony) • Arson • Aggravated assault against a public servant • Bomb Threat * • Capital Murder • Club • Concealed weapon • Criminal Attempt to commit murder or capital murder • Criminally negligent homicide • Drugs (felony) • False alarm/report * • Firearm • Illegal knife • Indecency with a child • Manslaughter • Murder • Prohibited weapon • Retaliation against district employee or volunteer • Sexual assault • Volatile chemical abuse (felony)
Level I	Level II	Level III	Level IV	Level V
<u>Required minimum:</u> <ul style="list-style-type: none"> • Student conference • Reprimand • Confiscation • Administrative fee 	<u>Required minimum:</u> <ul style="list-style-type: none"> • Student conference • Parent contact • Detention (1 hour max.) • Discipline referral • Restitution (when appropriate) 	<u>Required minimum:</u> <ul style="list-style-type: none"> • Student conference • Parent contact • SAC/suspension • Discipline referral 	<u>Required minimum:</u> <ul style="list-style-type: none"> • Student conference • Parent contact • ALC/Crossroads • Police referral 	<u>Required minimum:</u> <ul style="list-style-type: none"> • Student conference • Parent contact • Expulsion • Police referral
<u>Optional:</u> <ul style="list-style-type: none"> • Detention/Time out • Discipline referral • Parent contact • Short term class removal • Loss of privileges 	<u>Optional:</u> <ul style="list-style-type: none"> • SAC/suspension • Loss of privileges • Removal from extra-curricular activities • Saturday school • Class reassignment 	<u>Optional:</u> <ul style="list-style-type: none"> • CLC • ALC/Crossroads • Class reassignment • Police referral • Restitution • Loss of privileges • Removal from extra-curricular activities 	<u>Optional:</u> <ul style="list-style-type: none"> • Expulsion (only for those offenses with an asterisk) • Restitution 	Based on Chapter 37.007 of the Texas Education Code

*denotes expellable violations under the Student Code of Conduct.

Discipline levels are not limited to only those behaviors represented in the chart above.

OUT-OF-SCHOOL SUSPENSIONS, PLACEMENTS IN ALTERNATIVE EDUCATIONAL PROGRAMS, AND EXPULSIONS

The information in this section is as mandated by Texas Education Code, Chapter 37, which was enacted by the 75th Texas Legislature. As you read through this section on suspensions, placements in Discipline Alternative Educational Programs/JJAEP, and expulsions, you will see the words **may**, **must**, and **shall**. For clarification on their meanings, refer to the Glossary of Terms at the back of this document.

1. **A student “MUST” be placed in a Discipline Alternative Educational Placement (DAEP) if the student commits any of the following offenses on school property or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property:**
 - A. Engaging in any conduct punishable as a felony,
 - B. Engaging in conduct containing the elements of the offense of assault under §22.01 (a) (1) of the Penal Code,
 - C. Engaging in conduct containing the elements of the offense of terroristic threat under §22.07 of the Penal Code,
 - D. Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance or a dangerous drug,
 - E. Selling, giving, delivering, possessing, using, or committing a serious act or offense while under the influence of alcohol,
 - F. Engaging in conduct containing elements of the offense relating to abusable glue, aerosol paint, or volatile chemicals,
 - G. Engaging in conduct containing the elements of the offense of public lewdness under Penal Code §21.07 or indecent exposure under Penal Code §21.08,
 - H. Making a false alarm/false report

2. **A student “MUST” be placed in a DAEP if the student commits any of the following offenses beyond the 300 feet jurisdiction**
 - A. Engaging in conduct containing the elements of the offense of retaliation under Penal Code §36.06 against any school employee, unless the act of retaliation is in itself an expellable offense
 - B. Receiving deferred prosecution under Family Code §35.03 for conduct defined as a felony in Title V of the Penal Code
 - C. A court or jury finding of delinquent conduct under Family Code §54.03 for conduct defined as a felony in Title V of the Penal Code
 - D. A finding by the superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title V of the Penal Code

Title V felonies include:

 - Murder
 - Capital Murder
 - Manslaughter
 - Criminally Negligent Homicide
 - Kidnapping
 - Aggravated Kidnapping
 - Indecency with a Child
 - Assault of a Public Servant
 - Sexual Assault
 - Aggravated Assault
 - Aggravated Sexual Assault
 - Injury to Child, Elderly, or Disabled Individual
 - Abandoning or Endangering a Child
 - Deadly Conduct
 - Terroristic Threat
 - Aiding a Suicide
 - Tampering with a Consumer Product
 - Unlawful restraint

3. **A student “MAY” be either suspended or placed in a DAEP for the following:**
 - A. If the superintendent or designee has a reasonable belief that the student has engaged in conduct away from school which is defined as a felony other than those set out in Title V of the Penal Code, the superintendent determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process
 - B. Violations of Levels II and/or III to the degree that a teacher determines that a student’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn or repeated violations of Levels II and/or III that have been documented by the teacher and which repeatedly interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn
 - C. Membership in a public school fraternity or sorority, secret society, or gang

4. **A student “SHALL” be expelled and placed in the DAEP/JJAEP for the following:**
 - A. Possession, use or exhibition of a
 - firearm
 - club – blunt object designed or modified to cause injury to another
 - illegal knife
 - prohibited weapon
 - B. Aggravated assault
 - C. Aggravated robbery
 - D. Sexual assault or aggravated sexual assault
 - E. Arson
 - F. Murder, capital murder, attempted murder or capital murder, manslaughter, or criminally negligent homicide
 - G. Indecency with a child
 - H. Aggravated kidnapping
 - I. The possession of a controlled substance, dangerous drug, or alcohol product as prohibited by Level V when the conduct is punishable as a felony
 - J. Any Level V prohibited conduct if committed in retaliation against a school employee

5. **A student "MAY" be expelled and placed in a DAEP/JJAEP for:**
 - A. selling, giving, delivering, possessing, using or being under the influence of any amount of marijuana, controlled substance, dangerous drug or alcoholic beverage, or engages in conduct containing elements of offense relating to glue or aerosol paint while on school property or at a school-sponsored or school-related activity
 - B. criminal mischief if punishable as a felony
 - C. serious or persistent misbehavior after placement in a DAEP/JJAEP
 - D. chronic and persistent gang-related behavior (Emergency Expulsion TEC 37.019)

6. **Age exception for expulsion:**
A student younger than ten (10) years of age cannot be expelled. Instead, the student must be placed in a DAEP if the student engages in conduct subject to expulsion.

7. **Suspension/DAEP/Expulsion Placement:**
Before a student is suspended or removed to an alternative education program, the school administration will determine that:
 - A. the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or to other individuals or the student has engaged in serious or persistent misbehavior that violates the district's Code of Student Conduct.
 - B. all reasonable alternatives will be considered before suspending a student, including appropriate discipline management techniques which may include removal to an alternative education program. If suspension is determined to be the most appropriate available alternative, the administrator is not required to precede the suspension with another disciplinary action.
 - C. if a student's placement in an alternative education program is to extend beyond the end of the current grading period or semester, a student's parent or guardian is entitled to notice of and an opportunity to request a review by the Board's designee. However, the student may be permitted to remain in the alternative program for an additional period agreed on by the student, the student's parent or guardian, the supervisor of the alternative program, and the principal of the student's home school if they agree that the additional period would best serve the student's educational interest.
 - D. a student expulsion does not extend beyond the end of a semester/current grading period unless the home school recommending the expulsion requests a length of time to extend beyond the current semester, in which case the expulsion may extend beyond the end of the current session but not beyond the end of the next session. The one exception to the expulsion rule is an incident involving firearm possession on campus. As defined in Federal Law (18 U.S.C. Section 921) a student who brings a firearm to school must be expelled from the student's regular campus for a period of at least one year. The superintendent may modify the length of the expulsion in the case of an individual student.
 - E. the Hearing Committee has delivered a copy of the order expelling the student to the student, the student's parent or guardian, the principal of the student's campus of enrollment, and the superintendent. The Hearing Committee shall also deliver a copy of the order to the authorized officer of the juvenile court in Harris County.
 - F. the school has sent the required copy of the expulsion order along with other student records to another district if a student enrolls in that district before the student's expulsion period has expired. The receiving district determines whether the newly enrolled student completes the expulsion period or attends classes.
 - G. **The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.**
 - H. **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 otherwise specified in the DAEP placement order.**

NOTICE, CONFERENCE, AND HEARING PROCEDURES

Notice of hearings must be given, and hearings must be conducted in accordance with Alief ISD Board Policy. Prior to disciplinary actions that involve removals from school, there are certain notification and hearing procedures.

1. **Suspension and DAEP/JJAEP Placement**
 - A. Notice by telephone or written correspondence of disciplinary actions will be given to the student, the parent, and/or other appropriate persons according to board policy. The school shall make reasonable efforts by telephone or written notification sent home with the student to notify the parent prior to removing a student from school premises or to an alternative educational program. If the parent cannot be notified prior to removal, the parent shall be notified by mail as soon as possible of the removal and the reasons for the removal.
 - B. After notification of a student's removal from school premises (suspension), it is the parent's responsibility to provide adequate supervision for the student at home.
 - C. Conferences regarding disciplinary actions shall be held with the student and with the parent in cases which involve removals from school premises or to an alternative educational program or suspension.

2. **Expulsion Procedures**
When considering the expulsion of a student, the following procedures should help facilitate the process:
 - A. **CAMPUS**
The assistant principal (AP) investigating an incident determines that the offense committed by the student is expellable. The AP should always reference Chapter 37 of the Texas Education Code, AISD Board Policies FNCF, FNCH, FOD and AISD Code of Student Conduct before making a recommendation.
 - The AP sends a summary of the incident and a recommendation for expulsion to the building principal.
 - The building principal shall review the information from the AP and determine if expulsion is appropriate. If expulsion is deemed appropriate, the principal will determine the length of the expulsion based on the student's behavior prior to the AP/parent conference. Notification of specific changes must be sent to the parent in writing within three (3) school days of the incident.
 - If the principal agrees with the recommendation, the AP has a conference with the parent/guardian and the student. This conference should be held within three (3) days of the incident or with mutual consent of the campus and parent not to exceed seven (7) school days. During the conference the AP explains why the expulsion is being recommended and seeks the parents' waiver of right to an expulsion hearing. If the parent agrees, the student is placed in the Harris County Juvenile Justice Alternative Education Program (JJAEP).

- If the waiver is signed, the AP must send completed expulsion packet to the office of Pupil Personnel Services no later than the second business day after the date of expulsion.
- If the parent disagrees with the decision and refuses to sign the waiver, they may request a conference with the campus principal. At that conference the principal affords the parent due process, which will include:
 - a. a review of the charges levied against the student.
 - b. a review of the AP recommendation for expulsion.
 - c. an explanation/justification for the expulsion based on AISD School Board Policy and AISD Code of Student Conduct.
 - d. a recommendation for the length and location of the expulsion.
 - e. opportunity for the parent to testify and to present evidence and witnesses in his or her student's defense during the conference.
 - f. opportunity for the parent to examine the evidence presented by the school administration and to question the administrator.
 - g. after the conference is concluded and if the parent is not satisfied, they may request a hearing at the district level. If the parent is not satisfied at the conclusion of the conference, the request for a District Hearing must be submitted by the parent in writing and addressed to the Manager of Pupil Personnel Services within ten (10) school days of the conference at the campus.

B. DISTRICT HEARING

When the parent requests a District Expulsion Hearing the following procedures shall be followed:

- The Hearing Committee designated by the superintendent shall be composed of the Manager of Pupil Personnel Services or designee and two (2) other district administrators not directly involved in the case prior to the hearing.
- The hearing may be waived if the parents sign a Waiver of Hearing and Acceptance of the school's recommendation for expulsion.
- **DUE PROCESS: AISD FOD (LEGAL)**
Before a student may be expelled, the Board or its designee shall provide the student a hearing at which the student is afforded due process, which shall include the following:
 - a. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation, including a written invitation to the student's parent or guardian to attend the expulsion hearing;
 - b. Right to a full and fair hearing before the Board or its designee;
 - c. Opportunity to testify and to present evidence and witnesses in his or her defense; and
 - d. Opportunity to examine the evidence presented by the school administration and to question the administration's witnesses.
- **REPRESENTATIVE: AISD FOD (LEGAL)**
At the hearing, the student is entitled to an adult representative or legal counsel, who can provide guidance to the student and who is not an employee of the District. If the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.
- **HEARING PROCEDURE: AISD FOD (LEGAL)**
The notice should include the date and time of the hearing, the names of witnesses against the student, and the nature of the evidence. In an expulsion hearing, the District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent.
- Pending the expulsion hearing, a student shall be placed in DAEP when the period of suspension expires, if applicable, provided that the hearing shall be held within ten (10) school days from the date of the campus level conference. The hearing date may be deferred beyond the ten (10) days only by the mutual consent of the student's parent or guardian and the district's representative.
- The Hearing Committee's decision shall be written and shall be forwarded to the student, his/her parent or guardian, the superintendent, and the authorized officer of the juvenile court as soon as completed.
- Documentation of hearing procedures will be either by audio tape or written record and will be maintained by the district.

C. APPEALS: AISD FOD (LEGAL)

A decision by the Board's designee to expel a student may be appealed to the Board. A student with a disability shall not be excluded from his or her current placement pending appeal to the Board for more than ten (10) days without Admission, Review, and Dismissal (ARD) Committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the District and parents agree otherwise, a student with a disability shall remain in the present education setting.

- **Appeal Process**
 - a. Parent/guardian will be given an opportunity to address the Alief ISD Board at the hearing. Information presented to the Board must be based upon facts ascertained at the committee hearing, and neither new evidence nor new witnesses may be introduced.
 - b. During the time that an appeal from the Hearing Committee to the Board regarding the expulsion is pending, the student shall be denied the privileges of the home campus and placed at the DAEP/JJAEP.
 - c. Students with disabilities pending appeal shall not be excluded from the campus for more than ten (10) days without ARD/§504 Committee action.
 - d. A parent may appeal a Hearing Committee decision regarding a student with disabilities to a hearing officer, in which case the student shall remain in his current classes unless the district and parent/guardian agree otherwise or the officer grants an interim order to authorize the expulsion, suspension, or placement in an alternative educational program.
 - e. Should the decision of the Board of Trustees or the hearing officer be appealed, pending such appeal the student shall be denied the privileges of the student's home campus and placed at a DAEP/JJAEP.

Glossary of Terms

Words and terms used in this code shall have the following meanings:

1. Abusive Language: Communicating insults that are degrading, disrespectful or insolent.
2. Aggravated Sexual Assault: Sexual assault with serious bodily injury as defined by Texas Penal Code 22.021.
3. Appeal: An administrative due process procedure by which a decision is brought from a lower to a higher level for rehearing, as prescribed by statute.
4. ARD: An Admission, Review, and Dismissal Committee made up of parents, teachers, and administrators in order to determine the most appropriate educational placement for students with disabilities.
5. Arson: The willful or malicious act of starting a fire or causing an explosion in violation of Texas Penal Code 28.02.
6. Assault: Intentionally, knowingly, or recklessly causing bodily harm to another in violation of Texas Penal Code 22.01.
7. Aggravated Assault: Assault which causes serious bodily injury to another or uses or exhibits a deadly weapon during the commission of the assault in violation of Texas Penal Code 22.01.
8. Bullying: Engaging in written or verbal expression or physical conduct that Alief ISD has determined (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of either; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.
9. Burglary: The act of breaking into a school building or other school property with the intent to steal.
10. Class Disruption: Any behavior which violates the rules of a particular classroom and interferes with the teacher's opportunity to present material or the opportunity for other students to concentrate on the material or their assignments.
11. Classroom Learning Center (CLC): Campus-based alternative learning center for secondary students exhibiting persistent Level I and Level II misbehaviors.
12. Community-Based Alternative School (Alief Learning Center): A program designed to meet the needs of students in grades that are experiencing behavioral difficulty on their home campus. The campus is a highly structured environment offering a wide variety of programs.
13. Controlled Substance: A substance, including a drug and immediate precursor, as defined by Health and Safety Code 481.002.
14. Counterfeiting: To make a copy of, usually with the intent to defraud or deceive; includes but is not limited to money regardless of quality, CDs, computer software, school documents, or signatures of school officials or parents.
15. Criminal Mischief: Intentionally or knowingly damaging, destroying, or tampering with the tangible property of the owner in violation of Texas Penal Code 28.03.
16. Crossroads Program: A long-term placement designed to meet the needs of students in grades 9 through 12 that are experiencing behavior difficulty on their home campus. This campus is a highly structured environment offering a variety of programs.
17. DAEP: DAEP refers to a Disciplinary Alternative Educational Program which is provided by the school district as a disciplinary alternative setting other than a student's regular classroom. The Alief Learning Center (ALC) and Crossroads are the Alief ISD Disciplinary Alternative Educational Programs.
18. Dangerous Object or Material: Any item/action that has the potential or results in harm to self or others.
19. Dangerous Drug: A device or drug that is unsafe for self-medication as defined by Health and Safety Code 483.001.
20. Detention: To hold or to detain students before, during, or after school as a consequence for disciplinary infractions.
21. Discipline Management Alternative: Any action which is intended to promote proper behavior and/or discourage misconduct other than suspension or expulsion including, but not limited to, student-teacher conferences, suspension of extra-curricular activities, detention, etc.
22. Disrespect: The lack of respect; discourtesy; or rudeness.
23. Distribution or Selling/Bartering of Non-School Related Materials: These are items that are not sanctioned by the school including, but not limited to, downloaded, duplicated, or copy written material.
24. Drug Paraphernalia: Articles used in or associated with drug activity.
25. ECED (Electronic Communication and Entertainment Device): A telecommunication or entertainment device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, plays video, music, displays pictures, or has games, included but is not limited to cell phones, pagers, MP3 players, I-Pods, Blackberry, etc.
26. Eligible Students: A student that is eligible for admissions in a Texas public school.

27. Expulsion: Removal of a student from school and from school activities in accordance with provisions of Section 37.007 of the Texas Education Code.
28. Extortion: Obtaining money, items, or information from another by coercion or intimidation.
29. False Alarm/Report: Knowingly initiating, communicating, or circulating a report of a bombing, fire, or other emergency that he knows is false and causes emergency personnel to act, places persons in fear of imminent harm, or interrupts the occupation of the building.
30. Fighting: A physical encounter between students to settle differences.
31. Firearm: Any weapon from which a shot is discharged by an explosive.
32. Forgery: Writing so made or altered, as a false document or signature.
33. Gambling: Engaging in conduct which involves the wagering of money or other stakes.
34. Gang: A company of persons acting together for the same purpose.
35. Gang-Related Behavior: Any behavior which is commonly associated with gang activities or gang-related affiliation including, but not limited to, the violation of the established district dress code, the possession of gang paraphernalia, the intimidation of students or staff members in the name of or under the guise of gang activities, the use of gang graffiti or gang colors, or the use of symbols, tattoos, identifying language or hand signals which are commonly associated with gang activities.
36. Graffiti: are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.
37. Harassment: Threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
38. Hazing: Physical or verbal harassment of a student by banter, ridicule, or criticism by an individual in the name of or under the auspices of a student-recognized organization or affiliation.
39. Hit List: A list of people targeted to be harmed using a firearm, a knife, or any other object to be used with intent to cause bodily harm.
40. Hitting: Striking another individual with the intent to do harm or in self defense.
41. Human Waste Violation: Improper disposal of human waste.
42. Identification Badges: A device worn by an individual that establishes his/her identity.
43. Inappropriate Touching: Unacceptable contact with another person's body.
44. Incendiary Items: Items causing or capable of causing fire or explosions including, but not limited to, firecrackers, poppers, lighters, matches, or explosive devices of any type.
45. Indecent Exposure: Intentional exposure of one's body in a place where such exposure is likely to be an offense against the generally-accepted standards of decency in the community including, but not limited to, the exposure of one's genitals in a public place.
46. Indecency with a Child: Indecent exposure with a child younger than 17 years in violation of Texas Penal Code 21.11.
47. Individual Educational Plan: An Individual Education Plan (IEP) developed by an Admission, Review, and Dismissal Committee or an Instructional Plan developed by Section 504 Committee.
48. Instructional Day: The time a student steps on school property, including a school bus, until the student leaves school property.
49. Insubordination: Conduct which is challenging or is disobedient to school employees.
50. Intimidation: Threatening or coercive behavior which is intended to instill fear including, but not limited to, the raising of one's voice in a threatening manner, exposing a weapon or weapon replica in a threatening manner, raising one's fist in a combative manner, or threatening physical harm.
51. Juvenile Justice Alternative Education Programs (JJAEP): Alternative education program administered by the Juvenile Justice Board of Harris County for students ages 10-20.
52. Knife: Any bladed hand instrument that is capable of inflicting bodily injury or death by cutting or stabbing a person with the instrument as per AISD Board Policy FNCG (LOCAL). An illegal knife is any bladed instrument more than five and a half inches.
53. Laser Pointer: A device that emits an intense, direct light beam by exciting atoms and causing them to radiate their energy in phase.
54. May: To be able to; liberty; opportunity; possibility.
55. Medicines: Any substance used in treating diseases, illness, or ailments including, but not limited to, homeopathic, herbal, prescription, or non prescription agents.

56. Must: Obligated; required; compelled.
57. Paging Device/Cellular Phone: A telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
58. Parents: Includes single parent, legal guardian, or person in lawful control.
59. Phase In: A 15-day minimum mandatory DAEP placement when a student is enrolling from a prison, jail, drug rehab, boot camp, or another institution which required a student to receive education in a secure lockdown/residential facility for any period of time.
60. Physical Aggression: Hostile behavior which may include, but is not limited to hitting, biting, scratching, shoving, spitting, pinching, poking, or sticking.
61. Police Intervention: Intervention by a police officer from the Alief Police Department which may lead to conferencing, counseling, and issuing a ticket or an arrest.
62. Probable Cause: A higher standard than Reasonable Suspicion is used when it is believed that a student is engaged in illegal activity or possesses contraband.
63. Profane Language: Comments of an obscene, indecent, immoral, or offensive nature.
64. Public Lewdness: Knowingly engaging in any sexual act in a public place in violation of Texas Penal Code 21.07.
65. Reasonable Suspicion: A lesser standard than Probable Cause used by school administration when it is suspected that the student is engaging in prohibited activity.
66. Reassignment of Classes: The removal of a student for misbehavior from his/her assigned classroom to another class on the same campus. To the extent possible, the student continues to receive instruction in the courses he or she was enrolled in when the removal became effective.
67. Regular School Hours: May include the time after a student leaves home until the student returns home while school is in session.
68. Restitution: Act of restoring anything to the rightful owner; act of giving an equivalent for loss, damage, etc.
69. Retaliation: Intentionally or knowingly harming or threatening to harm another student or school district employee because the individual has reported a violation of the Code of Student Conduct or is a witness to such a violation in violation of Texas Penal Code 36.06.
70. Robbery: The taking of personal property in the possession of another against his/her will, accomplished by means of force or fear.
71. Safety Violation: Any action that has the potential or results in the harm to self or others.
72. School Disruption: Any act that may cause an interruption or distraction at school, on school property, or while attending school-related activities.
73. School Property: Any property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school-sponsored activity; i.e., a field trip or extra-curricular activity.
74. School-Sponsored Activity: Any function sanctioned by an individual campus or the school district.
75. Section 504 Eligible Students: Students who have a record of having, or are regarded as having a physical or mental impairment which substantially limits a major life activity such as learning.
76. Self Defense: Is the use of force against another to the degree a person reasonably believes the forces immediately necessary to protect himself/herself against another's use of unlawful force.
77. Sexual Assault: Forcing another individual through physical force, violence, or threatened use of force or violence to submit to a sexual act in violation of Texas Penal Code 22.021.
78. Sexual Harassment: Engaging in offensive verbal, written, or physical conduct of a sexual nature directed toward another individual.
79. Shall: Obligated; commanded.
80. Shocking Device: Any object or device that delivers an electric current with the intent to cause pain or discomfort.
81. Simulated Controlled Substance: Any material that has the likeness of and is represented as a controlled substance.
82. Special Assignment Class (SAC): An area in which students are assigned by campus administration and are separated/isolated from the general student population.
83. Special Education: Instructional and related services provided to eligible students with disabilities who meet specific criteria for one or more disabilities listed in federal requirements and/or state law.
84. Stalking: Following or shadowing an individual without his/her permission and causing concern for the person's safety. Stalking may include electronic surveillance.

85. Stealing/Theft: To take or be in possession of items belonging to another person without his/her permission.
86. Suspension: Deprivation of educational services for disciplinary reasons for a period not to exceed three (3) school days in length.
87. Terroristic Threat: Threatening to commit any offense involving violence to any person or property with intent to place a person in fear of imminent serious bodily injury, prevent or interrupt the occupation or use of a building, or cause impairment or interruption of public communication in violation of Texas Penal Code 22.07.
88. Time Out/Special Assignment Class: An on-campus setting where students who commit disciplinary infractions continue to receive instruction in each course to the extent possible.
89. Tobacco Products or Paraphernalia: Including, but not limited to, cigarettes, cigars, snuff, chewing tobacco, lighters, and matches.
90. Trespassing: Being on any property for unauthorized purposes.
91. Truancy: Unexcused absences from school or class subject to disciplinary or legal consequences.
92. Vandalism: The willful or malicious damage of school property or the property of others.
93. Weapon: Any object which, by its inherent characteristics or by the manner of its use, is designed or has the potential to inflict bodily injury or intimidate another person or which may inflict bodily injury or intimidate another person. The term "weapon" shall include, but not be limited to, such articles as firearms (whether loaded or unloaded), ammunition, knives, metallic knuckles, razors, night sticks, chains, devices which emit electrical shock such as tazers and stun guns, clubs, or any other object used in such a way as to threaten or to inflict bodily injury on another person as per AISD Board Policy FNCG (LEGAL).
94. Weapon Replica: Any object possessed by a student on school grounds or at school activities which has the appearance of being a weapon but does not qualify as a weapon under state or federal law including, but not limited to, toy guns, B.B. or pellet guns, fake bombs, and certain types of knives.

ALIEF ISD SCHOOLS

(All addresses below are Houston, Texas)

ELEMENTARY SCHOOLS

Alexander Elementary School

8500 Brookwulf, 77099
Phone: 281-983-8300

Best Elementary School

10000 Centre Parkway, 77036
Phone: 713-988-6445

Boone Elementary School

11400 Bissonnet, 77099
Phone: 281-983-8308

Bush Elementary School

9730 Stroud, 77036
Phone: 713-272-3220

Chambers Elementary School

10700 Carvel, 77072
Phone: 281-983-8313

Chancellor Elementary School

4350 Boone Road, 77072
Phone: 281-983-8318

Collins Elementary School

9829 Town Park Drive, 77036
Phone: 713-272-3250

Cummings Elementary School

10455 S. Kirkwood, 77099
Phone: 281-983-8328

Hearne Elementary School

13939 Rio Bonito, 77083
Phone: 281-983-8333

Heflin Elementary School

3303 Synott, 77082
Phone: 281-531-1144

Hicks Elementary School

8520 Hemlock Hill Dr., 77083
Phone: 281-983-8040

Holmquist Elementary School

15040 Westpark Drive, 77082
Phone: 281-988-3024

Horn Elementary School

10734 Bissonnet, 77099
Phone: 281-988-3223

Kennedy Elementary School

10200 Huntington Place, 77099
Phone: 281-983-8338

Landis Elementary School

10255 Spice Lane, 77072
Phone: 281-983-8343

Liestman Elementary School

7610 Synott, 77083
Phone: 281-983-8348

Mahanay Elementary School

13215 High Star, 77083
Phone: 281-983-8355

Martin Elementary School

11718 Hendon, 77072
Phone: 281-983-8363

Outley Elementary School

12355 Richmond, 77082
Phone: 281-584-0655

Petrosky Elementary School

6703 Winkleman, 77083
Phone: 281-983-8366

Rees Elementary School

16305 Kensley, 77082
Phone: 281-531-1444

Smith Elementary School

11300 Stancliff, 77099
Phone: 281-983-8380

Sneed Elementary School

9855 Pagewood, 77042
Phone: 713-789-6979

Youens Elementary School

12141 High Star, 77072
Phone: 281-983-8383

INTERMEDIATE SCHOOLS

Budewig Intermediate School

12570 Richmond Ave., 77082
Phone: 281-988-3200

Klentzman Intermediate School

11100 Stancliff, 77099
Phone: 281-983-8477

Mata Intermediate School

9225 S. Dairy Ashford, 77099
Phone: 281-983-7800

Miller Intermediate School

15025 Westpark, 77082
Phone: 281-531-3430

Owens Intermediate School

6900 Turtlewood Dr., 77072
Phone: 281-983-8466

Youngblood Intermediate School

8410 Dairyview Ln., 77072
Phone: 281-983-8020

MIDDLE SCHOOLS

Albright Middle School

6315 Winkleman, 77083
Phone: 281-983-8411

Alief Middle School

4415 Cook Road, 77072
Phone: 281-983-8422

Holub Middle School

9515 S. Dairy Ashford, 77099
Phone: 281-983-8433

Killough Middle School

7600 Synott, 77083
Phone: 281-983-8444

O'Donnell Middle School

14041 Alief Clodine, 77082
Phone: 281-495-6000

Olle Middle School

9200 Boone Road, 77099
Phone: 281-983-8455

HIGH SCHOOLS

Elsik High School

12601 High Star, 77072
Phone: 281-498-8110, ext. 3150

Elsik Ninth Grade Center

6767 S. Dairy Ashford, 77072
Phone: 281-988-3029

Hastings High School

4410 Cook Road, 77072
Phone: 281-498-8110, ext. 2900

Hastings Ninth Grade Center

6750 Cook Road, 77072
Phone: 281-988-3019

Kerr High School

8150 Howell-Sugarland Rd., 77083
Phone: 281-983-8484

Taylor High School

7555 Howell-Sugarland Rd., 77083
Phone: 281-988-3500

ALIEF LEARNING CENTER

Alief Learning Center

4427 Belle Park, 77072
Phone: 281-983-8000

Crossroads

12360 Bear Ram Road, 77072
Phone: 281-988-3266



*Preparing Students for Tomorrow—Caring for
Them Today*