Student Handbook
and
Code of Conduct

2018 – 2019

Alief
Independent School District

Preparing Students for Tomorrow...Caring for Them Today
www.aliefisd.net
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
2018-2019

Darlene Breaux
Natasha Butler
Jennifer Key
Rick Moreno
John Nguyen
Dr. Lily Truong
Ann Williams
2018-2019 Alief ISD Calendar

STAFF DEVELOPMENT/TEACHER PLANNING DAYS
August 7-10, 2018
August 13-14, 2018
January 7, 2019
February 18, 2019
May 24, 2019

STUDENT/STAFF HOLIDAYS
Labor Day – September 3, 2018
Columbus Day – October 8, 2018
Thanksgiving Break – November 19-23, 2018
Winter Break – December 24, 2018 to January 4, 2019
Martin Luther King, Jr. Day – January 21, 2019
Spring Break – March 11-15, 2019
Good Friday – April 19, 2019
Memorial Day – May 27, 2019

LEGEND
● First/Last Day
❖ Begin/End Grading Period
○ Student Holiday/Staff Development Day
◆ Student/Staff Holiday
★ Bad Weather Make-up Day

FIRST DAY OF INSTRUCTION
August 15, 2018

LAST DAY OF INSTRUCTION
May 23, 2019

GRADING PERIODS
August 15 – October 12 41 days
October 15 – December 21 45 days
January 8 – March 8 42 days
March 18 – May 23 48 days

Total Days: 176 days
Alief Independent School District
Parent-Student Acknowledgement/Consent Form

The copy of this form must be signed and returned to the school for each child by October 22, 2018 or within three days of enrollment.

[ ] Yes [ ] No
**DIRECTORY INFORMATION:** I give the district permission to release the designated information for school-sponsored purposes. (See page 3 in this handbook).

[ ] Yes [ ] No
**RELEASE of STUDENT INFORMATION:** I request that the district not release my child’s name, address, and telephone number to a military recruiter or institutions of higher learning without my prior written consent. (See page 3 in this handbook).

**STUDENT PHOTOGRAPH/VIDEO/AUDIO RECORD RELEASE & USE of STUDENT WORK in DISTRICT PUBLIC RELATIONS PLATFORMS:** I agree to allow my child to be photographed, videotaped and/or audio- recorded for the purposes stated in this handbook. I also give the district and the school permission to use and display my child’s artwork, photos, voice recordings, video recordings, or other original work on the district’s website, websites affiliated or sponsored by the district, such as a campus or classroom website, district and school social media platforms and in district publications and promotions. For more information, see Publicity Guidelines. **Check all that apply:**

[ ] Yes [ ] No  My child’s name, photo, video, and/or audio recording

[ ] Yes [ ] No  My child’s original work, including artwork

[ ] Yes [ ] No  My child’s name and photo in the school yearbook

[ ] Yes [ ] No
**CONSENT/OPT OUT:** I give my child permission to participate in the activities, including student surveys, analysis, or evaluation that concerns one or more of the eight areas listed as protected information surveys, under the heading of “PPRA Notice and Consent/Opt-Out for Specific Activities.” (See page 3).

[ ] Yes [ ] No
**ACCEPTABLE USE and RESPONSIBLE USE POLICIES:** I give my child permission to use the district’s computers, computer systems, computer networks, software, electronic communication systems, Internet, and district-approved communication tools. I understand that AISD schools use filters to monitor in accordance with the Children’s Internet Protection Act. (See pages 4 and 5).

[ ] Yes [ ] No
**BRING YOUR OWN DEVICE POLICY (B.Y.O.D):** I give my child permission to use his/her internet enabled device for instructional use in Alief schools. I understand that Alief is not responsible or liable for the security, loss or damage to a personal device. (Page 6)

[ ] Yes [ ] No
**EXTRA CURRICULAR ACTIVITIES GUIDELINES:** My child is responsible for following the student responsibilities set forth by Alief ISD. I acknowledge that my child will be held accountable for behavior expectations and consequences set forth by the group or organization in which he/she participates. (See extra-curricular activities on pages 29-30).

Your signature reflects having received a copy of Alief ISD Student Handbook and Code of Conduct. Failure to sign, return, or agree does not exempt a student from compliance.

Student Name: ____________________________  ID #: ____________________________

Student Signature: ____________________________  Date: ____________________________

I understand that the handbook contains information that my child and I may need during the school year and I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have questions regarding the handbook or the Code of Conduct, I should direct my questions to the administrators at my child’s school.

Parent/Guardian Signature: ____________________________
For the most current version of the Student/Parent Handbook and Student Code of Conduct, visit our website at www.aliefisd.net

### STUDENT/PARENT HANDBOOK

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPTABLE USE POLICY</td>
<td>4</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT/CONSENT FORM</td>
<td>1</td>
</tr>
<tr>
<td>ALCOHOL/CONTROLLED SUBSTANCES/TOBACCO</td>
<td>11</td>
</tr>
<tr>
<td>ARTICULATED CREDIT COURSES</td>
<td>29</td>
</tr>
<tr>
<td>ASBESTOS MANAGEMENT PLAN</td>
<td>19</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>14</td>
</tr>
<tr>
<td>BACTERIAL Meningitis</td>
<td>18</td>
</tr>
<tr>
<td>BRING YOUR OWN DEVICE POLICY (BYOD)</td>
<td>6</td>
</tr>
<tr>
<td>BULLYING</td>
<td>11</td>
</tr>
<tr>
<td>CAMPUS COMMITTEES</td>
<td>13</td>
</tr>
<tr>
<td>CAREER AND TECHNICAL EDUCATION</td>
<td>28</td>
</tr>
<tr>
<td>CHANGE OF ADDRESS/TELEPHONE</td>
<td>9</td>
</tr>
<tr>
<td>CHILD ABUSE</td>
<td>12</td>
</tr>
<tr>
<td>CLASS SCHEDULE CHANGES</td>
<td>29</td>
</tr>
<tr>
<td>CLASSROOM PHONES</td>
<td>23</td>
</tr>
<tr>
<td>CLOSED CAMPUS</td>
<td>21</td>
</tr>
<tr>
<td>COLLEGE AND UNIVERSITY ADMISSIONS</td>
<td>32</td>
</tr>
<tr>
<td>COMPLAINTS BY STUDENTS/PARENTS/GUARDIANS</td>
<td>13</td>
</tr>
<tr>
<td>CORRESPONDENCE COURSES</td>
<td>29</td>
</tr>
<tr>
<td>COUNSELING AND GUIDANCE PROGRAM</td>
<td>23</td>
</tr>
<tr>
<td>CREDIT BY EXAMINATION</td>
<td>25</td>
</tr>
<tr>
<td>DATING VIOLENCE</td>
<td>12</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>22</td>
</tr>
<tr>
<td>DISTANCE LEARNING</td>
<td>29</td>
</tr>
<tr>
<td>DRIVER LICENSE VERIFICATION</td>
<td>10</td>
</tr>
<tr>
<td>DROPPING COURSES</td>
<td>29</td>
</tr>
<tr>
<td>E-Cigarettes/Vapor Products</td>
<td>11</td>
</tr>
<tr>
<td>ELECTRONIC DEVICES AND/OR TECHNOLOGY RESOURCES</td>
<td>22</td>
</tr>
<tr>
<td>ELEMENTARY/INTERMEDIATE HONOR ROLL</td>
<td>26</td>
</tr>
<tr>
<td>ELEMENTARY/INTERMEDIATE SCHOOLS</td>
<td>26</td>
</tr>
<tr>
<td>EMERGENCY PROCEDURES</td>
<td>10</td>
</tr>
<tr>
<td>FAMILY ENGAGEMENT POLICY</td>
<td>7</td>
</tr>
<tr>
<td>FINAL EXAM EXEMPTION POLICY</td>
<td>29</td>
</tr>
<tr>
<td>FOOD ALLERGIES</td>
<td>19</td>
</tr>
<tr>
<td>GANG-FREE ZONE</td>
<td>10</td>
</tr>
<tr>
<td>GRADE REPORTING</td>
<td>24</td>
</tr>
<tr>
<td>GRADING SCALE</td>
<td>24</td>
</tr>
<tr>
<td>GRADUATION INFORMATION</td>
<td>31</td>
</tr>
<tr>
<td>HARASSMENT</td>
<td>12</td>
</tr>
<tr>
<td>HOMEWORK POLICY</td>
<td>16</td>
</tr>
<tr>
<td>HUMAN SEXUALITY INSTRUCTION</td>
<td>8</td>
</tr>
<tr>
<td>IDENTIFICATION BADGES</td>
<td>22</td>
</tr>
<tr>
<td>INSPECTING SURVEYS</td>
<td>3</td>
</tr>
<tr>
<td>LIBRARY BOOKS</td>
<td>23</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>23</td>
</tr>
<tr>
<td>LOST AND FOUND</td>
<td>23</td>
</tr>
<tr>
<td>MEALS AT SCHOOL</td>
<td>18</td>
</tr>
<tr>
<td>MENTORS</td>
<td>14</td>
</tr>
<tr>
<td>NOTIFICATION OF RIGHTS UNDER FERPA</td>
<td>2</td>
</tr>
<tr>
<td>NOTIFICATION TO PARENTS/GUARDIANS OF TEACHER QUALIFICATIONS</td>
<td>8</td>
</tr>
<tr>
<td>PARENTING &amp; PREGNANCY RELATED SERVICES</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEST CONTROL INFORMATION</td>
<td>19</td>
</tr>
<tr>
<td>PROHIBITED/REGULATED ITEMS</td>
<td>22</td>
</tr>
<tr>
<td>PROMOTION AND RETENTION</td>
<td>25</td>
</tr>
<tr>
<td>PROTECTION OF PUPIL RIGHTS AMENDMENT</td>
<td>3</td>
</tr>
<tr>
<td>PUBLICITY GUIDELINES</td>
<td>13</td>
</tr>
<tr>
<td>REGISTRATION INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td>RELEASE OF INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>REPORTING PROCEDURE FOR BULLYING</td>
<td>11</td>
</tr>
<tr>
<td>REQUIRED PHYSICAL ACTIVITY</td>
<td>26</td>
</tr>
<tr>
<td>RESPONSIBLE USE PRACTICE GUIDELINES (RUP)</td>
<td>5</td>
</tr>
<tr>
<td>REVIEWING INSTRUCTION MATERIALS</td>
<td>8</td>
</tr>
<tr>
<td>SAFETY AND SECURITY</td>
<td>10</td>
</tr>
<tr>
<td>SCHOOL BOARD</td>
<td>7</td>
</tr>
<tr>
<td>SCHOOL CLINIC</td>
<td>16</td>
</tr>
<tr>
<td>SCHOOL COMMUNITY PARTNERSHIPS</td>
<td>14</td>
</tr>
<tr>
<td>SCHOOL HEALTH ADVISORY COUNCIL</td>
<td>27</td>
</tr>
<tr>
<td>SCHOOL HOURS</td>
<td>14</td>
</tr>
<tr>
<td>SCHOOL SAFETY TRANSERS</td>
<td>10</td>
</tr>
<tr>
<td>SECONDARY SCHOOLS</td>
<td>27</td>
</tr>
<tr>
<td>SECTION 504</td>
<td>25</td>
</tr>
<tr>
<td>SIGNS AND POSTERS</td>
<td>23</td>
</tr>
<tr>
<td>SPECIAL DIET PROCEDURES</td>
<td>19</td>
</tr>
<tr>
<td>SPECIAL PROGRAMS</td>
<td>27</td>
</tr>
<tr>
<td>STANDARDS FOR DRESS AND GROOMING</td>
<td>22</td>
</tr>
<tr>
<td>STANDARD MODE OF DRESS</td>
<td>22</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES AND ORGANIZATIONS</td>
<td>29</td>
</tr>
<tr>
<td>STUDENT PARKING</td>
<td>21</td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>9</td>
</tr>
<tr>
<td>STUDENTS WITH DISABILITIES</td>
<td>25</td>
</tr>
<tr>
<td>TESTING</td>
<td>24</td>
</tr>
<tr>
<td>TEXTBOOKS AND INSTRUCTION MATERIALS</td>
<td>23</td>
</tr>
<tr>
<td>TOBACCO/PRODUCTS PROHIBITED</td>
<td>11</td>
</tr>
<tr>
<td>TRANSCRIPTS</td>
<td>32</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>19</td>
</tr>
<tr>
<td>TRANSFERS/WITHDRAWALS</td>
<td>9</td>
</tr>
<tr>
<td>UIL</td>
<td>29</td>
</tr>
<tr>
<td>VENDING MACHINES</td>
<td>19</td>
</tr>
<tr>
<td>VISITING YOUR CHILD'S SCHOOL</td>
<td>8</td>
</tr>
<tr>
<td>VOLUNTEERS IN PUBLIC SCHOOLS</td>
<td>13</td>
</tr>
<tr>
<td>WELLNESS PROGRAM</td>
<td>27</td>
</tr>
<tr>
<td>STUDENT CODE OF CONDUCT</td>
<td>33</td>
</tr>
<tr>
<td>DISCIPLINE MANAGEMENT ALTERNATIVES (CHART)</td>
<td>42</td>
</tr>
<tr>
<td>DISTRICT BEHAVIORAL PHILOSOPHY</td>
<td>34</td>
</tr>
<tr>
<td>GLOSSARY OF TERMS</td>
<td>46</td>
</tr>
<tr>
<td>INTRODUCTION OF STUDENT CODE OF CONDUCT</td>
<td>34</td>
</tr>
<tr>
<td>NOTICE, CONFERENCE, AND HEARING PROCEDURES</td>
<td>44</td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td>34</td>
</tr>
<tr>
<td>STUDENT CONDUCT</td>
<td>37</td>
</tr>
<tr>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>36</td>
</tr>
<tr>
<td>STUDENT/PARENT DISCIPLINE APPEAL PROCEDURE</td>
<td>41</td>
</tr>
<tr>
<td>OUT OF SCHOOL SUSPENSIONS, PLACEMENTS IN DAEP, AND EXPULSIONS</td>
<td>43</td>
</tr>
</tbody>
</table>

The Alief ISD Board of Trustees consists of seven members elected for four-year terms by a plurality vote. Elections are held in November. Unless otherwise scheduled, the Board meets in regular session on the third Tuesday of each month, at 6:30 p.m., in the Administration Building Board Room, located at 4250 Cook Rd. The public is invited and encouraged to attend.
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, and provisions of Title VI. Alief ISD program admission procedures, facilities and graduation requirements are designed to eliminate discrimination. Alief ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all programs, including Career and Technical Education.

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Services</td>
<td>14051 Bellaire Blvd., Ste 200 Houston, TX 77083, 281-988-3100</td>
</tr>
<tr>
<td>Section 504 Coordinator</td>
<td>4250 High Star, Houston, TX 77072; 281-498-8110</td>
</tr>
<tr>
<td>- All other concerns regarding discrimination</td>
<td>Please contact the Assistant Superintendent of Human Resources. The Superintendent’s responsibility as Chief Executive Officer includes ensuring compliance with antidiscrimination laws.</td>
</tr>
</tbody>
</table>

**Code of Civility Acknowledgement** – It is the belief of Alief ISD that a safe, civil and productive environment is essential to student success. It is vital that every member of our school community – staff, students and parents/guardians – do their part to contribute to a positive and safe learning environment. The Code of Civility outlines the district’s expectations for all who enter our buildings.

*“You are entering a Safe and Civil Zone. Your responsibility is to treat others with courtesy and respect, take responsibility for actions and cooperate.”*

**Student Code of Conduct and Handbook** – It is important that every student understands the Code and is encouraged by his or her parents/guardians to follow the rules and regulations set forth in the Code. Parents/Guardians are expected to read and discuss the Code with your child. You are required to sign the Parent-Student Acknowledgement/Consent Form and return it to the school within three (3) days of receipt.

**Attendance Acknowledgement (TEC 25.095)** – You are hereby informed in writing that if your student is absent from school on 10 or more days or parts of days within a 6-month period in the same school year, you, the parent, are subject to prosecution for “parent contributing to non-attendance,” and your student is subject to referral to a truancy court for truant conduct under Family Code 65.003(a). The charge of “parent contributing to non-attendance” is a misdemeanor punishable by a fine only and not to exceed $500.00. Each day the student remains out of school may constitute a separate offense.

If the student has been absent from school, without excuse on three days or parts of days within a four-week period, you are hereby informed that: (1) it is your duty as the parent to monitor your student’s attendance and require the student to attend school; (2) the student is subject to truancy prevention measures, such as but not limited to, a behavior improvement plan, school-based community service, referrals to either in-school or out-of-school counseling or other social services, or any other measures considered appropriate by the district. (TEC 25.0915), and

(3) you, the parent, are requested to attend a conference with school officials to discuss your student’s absences.

Your signature on the Parent-Student Acknowledgement/Consent Form indicates that you have received this information. Failure to sign, return, or agree with the contents of the Attendance Acknowledgement does not exempt a student from compliance.

**Prevention and Safe Schools Program** – Alief ISD receives federal funds to support safety, civility and productivity 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 surveys on prevention related topics. Notifications of a survey may be sent out providing details and opportunities to preview. The survey may include questions on such topics as school climate, parent and safe school expectations, violence, bullying, drug/alcohol use and sexual conduct. The survey is voluntary and anonymous. Students may skip any questions they feel uncomfortable answering. Results will be used to assist Prevention and Safe School Specialists and campuses in tailoring prevention programs to meet the needs of the students.

**Annual Notice** - This constitutes the annual notification for Alief ISD to disclose personally identifiable information to the agency responsible for administration of the state’s public benefits (Medicaid/SHARS.) SHARS is the state program to reduce the cost of delivery of healthcare-related services in a school setting. If the District has obtained previous parental consent and your child’s special education services are not changing, it is not necessary to obtain new permission. A parent may withdraw or refuse consent at any time. This does not relieve the District of its responsibility to fulfill all required healthcare-related services at no cost to the parent(s).

Your signature reflects receiving the information. **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.** (Please see Parent-Student Acknowledgement/Consent Page)

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**Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents/guardians 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/Guardians 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 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 20202-5901

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 both your child’s registration card and the Parent-Student Acknowledgement/Consent Form then signing in the appropriate space.

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. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom the student has a close family relationship
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents/guardians
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.

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:
- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Please note that this notice and consent/opt-out transfers from parents/guardians to any student who is 18 or older or an emancipated minor under state law. Your signature(s) only indicates receipt of this notification of your rights. Schools will notify parents/guardians 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.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child. Parents/Guardians wishing to review any survey instrument or instructional material used in connection with any protected information survey must submit a request to the building principal. The building principal will notify the parent of the time and place where the materials may be reviewed. Parents/Guardians have the right to review a survey and/or instructional materials before the survey is administered to their child. (Please see the Parent-Student Acknowledgement/Consent Page)

Parent’s Response Regarding Release of Student Information

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. Refer to Parent-Student Acknowledgement/Consent Form.

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

- Student name
- Address
- Telephone listing
- Electronic mail address (e-mail)
- Photograph
- Most recent school attended
- Participation in officially recognized activities and sports
- Date and place of birth
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Weight and height of members of athletic teams

Release of Student Information to Military Recruiters and Institutions of Higher Education

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 of these types of requestors without prior written consent. (Please see the Parent-Student Acknowledgment/Consent Page.)
Acceptable Use Policy (AUP)

Student Responsibilities for Using Network Resources

The use of Alief ISD Electronic devices computer systems, and 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. Content residing on district owned resources is property of Alief ISD. 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. Illegal activities are strictly forbidden. All information including electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the appropriate authorities. The campus and central administrative team will deem what is inappropriate use, and their decision and the consequences are final. Appropriate use of digital resources and devices must follow all requirements, approval processes and guideline statements set forth in the Responsible Use Practices Guideline document and the Bring Your Own Device Policy. **Alief ISD will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and on cyberbullying awareness and response.**

**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, ethnic or racial slurs, obscene pictures, or anything defined as **cyberbullying** 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 prohibited.
6. Revealing personal information of yourself or others is prohibited.
7. Log off of the network when your session is complete.
8. Sharing any 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).
5. Cyberbullying and off-task behaviors will result in loss of privileges.

**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 share your password.
   - Do not grant access to confidential information to others by placing sensitive data/schoolwork in unsecured network resources or cloud storage.
4. Do not misrepresent or falsely manipulate/data.
5. The district reserves the right to remove any inappropriate or potentially harmful data from any media storage device that is being used in the school environment.
6. 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.
7. It is your responsibility to report to your instructors instances where you have access to data/resources that are not part of your schoolwork.
8. “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 distributing 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) until the Parent-Student Acknowledgment/Consent Form has been signed/returned and the student has been trained on B.Y.O.D. policy.
5. Damaging and vandalizing any electronic device, computer systems or computer networks is prohibited.
6. Printing non-school related materials is strictly prohibited.
7. Accessing and using non-district provided email is strictly prohibited.
8. Student email, electronic systems and tools are District services provided for students and is to be used for instructional purposes only.

**Copyright of Print/Non-Print Materials**

1. Use of print and digital materials 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 is 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/Guardians who do not wish for their children to have individual access to the Internet must submit to the campus principal the Parent Student Acknowledgement/Consent Form with the “No” box checked.

Alief ISD

Responsible Use Practice Guidelines (RUP)

Alief ISD believes that all students should have access to technology when they act in a responsible, courteous and legal manner. Network and Internet access and other online services available to students offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students while creating good digital citizens. All Alief school Internet use is filtered and monitored in accordance with the Children's Internet Protection Act (CIPA) and all applicable requirements. CIPA requires districts participating in the E-rate program to adopt and monitor an Internet safety policy that blocks or filters inappropriate Internet access to minors. “Alief ISD will educate all of our students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and on cyberbullying awareness and response.”

A good citizen is someone who not only upholds and respects the laws of his/her country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviors. They show care and concern for themselves, their neighbors and other members of their communities. The good citizen respects other people’s property, and expects others to do the same for them. The good digital citizen applies the same rules to the cyber-world. A digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for him/her, others and their property. In return, he/she expects the same respect to be shown to him/her.

There are three key parts to digital citizenship:

1. Respect and Protect Yourself:
   - Choosing online names that are suitable and respectful.
   - Only inviting people you actually know and trust in the real world to be your friends in the online world.
   - Only visiting sites that are appropriate and respecting the rules that websites or chat rooms have related to age. Some sites are only for adults. If you wouldn’t feel comfortable showing the website to those in your family, then it’s inappropriate.
   - Setting your privacy settings on social networking sites so that only the people you know can see you and your personal information.
   - When using e-mail, social networking sites or chat rooms, only putting information online that is appropriate and posting pictures that are suitable; not everyone seeing your profile or pictures will be friendly. Posting inappropriate content can affect your future.
   - Always reporting cyberbullying or anything that happens online which makes you feel uncomfortable or is hurtful.
   - Talk to trusted adults, like your parents/guardians and teachers, about your online experiences. This includes both the positive and the negative experiences.

2. Respect and Protect Others:
   - Show you care by not cyberbullying (sending hurtful or inflammatory messages) to other people or forwarding messages that are uncivil or inappropriate.
   - By not getting involved in conversations that are unkind, mean or bullying.
   - By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive, then they are inappropriate.
   - Some sites are disrespectful because they show people behaving inappropriately or illegally – or are racist or sexual. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
   - Show respect for others’ privacy by not trying to gain access to their online spaces without invitation and by not stalking them or sharing their pictures.

3. Respect and Protect Intellectual Property
   - By not stealing other peoples’ property. It’s easy to download copyrighted music, games and movies, but piracy (downloading media that you have not purchased) is online stealing.
   - By not sharing the music, movies, games and other software that you own with others.
   - By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by evaluating and using reliable sites. When in doubt, ask your teacher or your parents/guardians.
   - By not making changes or vandalizing websites when visiting them and reporting any damage that you find.
Bring Your Own Device (B.Y.O.D.) Policy

In an effort to expand our students’ 21st Century learning opportunities, Alief ISD has implemented a Bring Your Own Device initiative at all Alief campuses in specific classrooms. Alief ISD will provide students with access to a filtered, Wi-Fi network following federal CIPA guidelines. This initiative allows students to voluntarily bring their own personal device to school to be used for educational purposes. It is not a necessity for students; it is a privilege. It is important that these devices be used appropriately. With that in mind, we have developed this policy to govern the use of personally owned devices in our schools.

Educational Purpose of B.Y.O.D.
B.Y.O.D. allows students to voluntarily bring their own personal device to be used for instructional purposes only under the supervision and direction of the teacher.

Definition of “Device”
For purposes of B.Y.O.D., “device” means a privately owned wireless and/or portable electronic hand-held device that includes phones, smartphones, laptops, netbooks, tablets, E-readers with internet access etc. that can be used for texting, word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Personal Device Responsibility Guidelines for Students:
- Students may use a personal device to the extent authorized by a classroom teacher or administrator for instructional purposes only in accordance with the Alief ISD AUP/RUP policy, the Student Handbook, Student Code of Conduct EDTR and the Utilization of Technology policies.
- Students will assume responsibility for any technical issues related to their personal device.
- Students take full responsibility for their device. Alief is not responsible for the security of any personal device.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.
- Students must power off and put away personal device if directed to do so by a teacher or school administrator.
- Device must be in silent mode except when being actively used in the classroom for instruction.
- Students can only access files on their device or Internet sites which are relevant to the classroom curriculum or suggested by a teacher.
- Students understand printing from a personal device will not be permitted at school.
- Students must ensure that their personal device does not disrupt the learning of others, endanger the health or safety of anyone, invade the rights of others at school or be involved in illegal or prohibited conduct of any kind.
- Students may use their personal device in supervised public areas, such as in the library learning commons or cafeteria, under a staff member’s supervision.
- Students will not use a personal device to take pictures or video at any time during the school day or on school grounds, unless authorized by the classroom teacher for instructional purposes only.
- Students are not permitted to transmit or post photographic images/videos of any person on campus and/or social networking sites.
- Students understand that using a personal device on school property to infect the network with a virus or access unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions as outlined in the Student Handbook and Code of Conduct.
- Students understand that Alief ISD has the right to collect and examine any device that is suspected of causing problems or were the source of an attack or virus.

District Responsibilities:
- Alief will provide a guest Wi-Fi network with filtered Internet access just as they do for district-owned devices.
- Alief will provide a comparable District-owned device during school where appropriate, to augment a student owned device.
- Alief may provide access to Google apps, email and other Third Party Accounts in the form of Learning Management Systems for students to use both at school and home with their parents’ permission. These accounts will help our students develop communication and collaboration skills in accordance with the Texas Technology Applications Standards.

Disclaimers
Please note that since the Internet provides access to computers and people all over the world, that even using a filtered network, following federal CIPA guidelines, 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 is not possible to absolutely prevent such access. Alief ISD makes no guarantee 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 nor personal data plans, resulting in criminal or terrorist activities.
- Alief is not responsible for troubleshooting or installing applications onto a personal device.
- Alief ISD is not responsible or liable for the security, loss or damage to a personal device. If a device is damaged or stolen, it will be handled in the same manner as all other personal items.
- Alief ISD is not responsible for any personal device charges to a personal data plan that might be incurred during approved school-related instructional use.
School Board

Alief Independent School Districts Board of Trustees Meetings 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, which is located at 4250 Cook Road, Houston, TX 77072. The Board of Trustees Calendar can be accessed online through the Alief ISD website: www.aliefisd.net. Under the navigation menu, click on “Superintendent and Board.” the “Board of Trustees.” From there, click on the “Board of Trustees Calendar.”

Registration Information

When enrolling a new student and at the beginning of each successive school year, all parents/guardians are required to complete registration information online. The information you provide is very important. Any and all changes to the registration information must be submitted in writing.

- 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 your contact information and provide documentation as appropriate.
- Be sure your child’s emergency information is up-to-date so school personnel will know who to contact and how to reach them if you are not available.
- During extenuating circumstances, only a person named on the registration information who presents a valid photo identification may pick up a student without written permission.
- Falsifying enrollment data is against the law.
- For information about the rights of homeless/displaced children, please call 1-877-887-2473, ext. 29072.
- For information about in-district transfers or guardianship, call 281-988-3100.
- For children in the conservatorship of the state, contact the Student Services Office at 281-988-3100.
- By providing your email and cell phone number, you agree to receive communications via text and from Alief ISD. To opt out of text or email messages, please contact Gerard Tafallo at 281-498-8110, ext. 8333 and your campus administrator.

Family Engagement Policy

Alief Independent School District believes that parents/guardians are partners with teachers and other staff in the education of their children and that family engagement 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. Families play an extremely important role as children’s first teachers. Families’ 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 to provide a strong school-home partnership that will help all students in the district to succeed. The Family Engagement Coordinator may be contacted at 281-498-8110, ext. 29192.

Family Engagement in Developing the Policy

The Family and Community Engagement (FACE) Advisory Council annually reviews and revises this written Family Engagement Policy for Alief ISD. The policy is referenced in the District Improvement Plan and is included in the student/parent handbook.

Alief ISD will take the following actions to engage families in the joint development of its district Family Engagement Policy:

- Inform families about the function of the District’s Family Engagement Policy.
- Inform families of meeting through text, phone calls, website and written communication.
- Actively recruit families to participate in an advisory capacity regarding family engagement.

- Schedule FACE Advisory Council meetings up to four times providing space and time for families and stakeholders to participate in a comprehensive review of policy, budget, and programs for family engagement.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and provide child care as such services relate to family engagement.
- Facilitate communication between families and Title I campuses through Family Center resources and communication.
- Post on the Alief ISD website for public comment and review.

The Family Engagement Policy:

- establishes the expectations of all concerned regarding family engagement.
- ensures that parents/guardians are notified of the policy in a language and format they can understand.
- is updated periodically to meet the changing needs of families and schools.

Family Engagement in District and School Improvement Activities

State law requires the district and each school to develop a plan each year to improve the achievement of all students. These plans will be:

- developed with the involvement of families through their inclusion on the district Educational Improvement Council and campus Shared Decision-Making committees.
- approved by the Board of Trustees.

Building Capacity for Strong Family Engagement

Coordination, technical assistance, and other support will be provided by the district to assist schools and families in planning and implementing effective family engagement activities. The district will build the schools’ and family’s capacity for strong family engagement through avenues such as:

- professional development for staff
- training opportunities for parents/guardians
- electronic communication, including the district website and e-mail
- campus Family Engagement Centers and campus events
- campus Shared Decision-Making Committees
- campus Family Engagement Committees
- the district Family and Community Engagement Program
- the district Educational Improvement Council
- the district Family and Community Engagement Advisory Council

Alief ISD shall also:

- provide assistance to families through campus events and district resources in understanding such topics as the state’s academic content standards and student academic achievement standards, state and local academic assessments, how to monitor a child’s progress, and how to work with educators to improve the achievement of their children.
- provide materials and training to help families work with their children to improve their children’s achievement.
- educate teachers, pupil personnel services, principals, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate family engagement programs, and build ties between the families and the school.
- to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with Head Start and other public preschool programs.
- Provide two-way communication that ensures information related to school and family programs, meetings, and other activities is communicated with families in a format and, to the extent practicable, in a language the families can understand.
- provide such other reasonable support for family engagement activities as families may request.
Alief ISD may also:

- involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training by assessing family needs and concerns.
- provide necessary literacy training to families.
- pay reasonable and necessary expenses associated with local family engagement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings.
- train families to enhance the involvement of other families.
- seek feedback from families to arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other staff with parents/families who are unable to attend such conferences at school to maximize family engagement and participation.
- adopt and implement model approaches to improving family engagement.
- establish a district-wide family advisory council to provide advice on all matters related to family engagement in programs supported under this section.
- develop appropriate roles for community-based organizations and businesses in family engagement activities.

Coordination with Other Programs
To avoid duplication of services and to ensure coordination of resources, the district will coordinate family engagement strategies and activities across programs. Coordination will occur with:

- community-based organizations outside of the district, such as Communities In Schools and the YMCA.
- departments within the district.
- district and campus site-based decision making councils.

Annual Evaluation
An annual evaluation of the content and effectiveness of the family engagement policy will be conducted. The evaluation will:

- seek to determine if implementation of the policy helped to improve the academic quality of schools.
- seek to identify barriers to greater participation by families.
- result in revisions to the family engagement policy, if necessary, to design strategies for more effective family engagement.
- involve the district Family Engagement Advisory Council (FACE).
- be shared with campuses and the community.

Family Engagement in School Activities
Family Engagement in school activities will be encouraged at all levels. Families will have opportunities for engagement through:

- patron presentations at monthly Board of Trustee meetings.
- the district Educational Improvement and Family Engagement Advisory Councils.
- a variety of volunteer and mentor programs at schools.

Schools will seek to engage families by:

(a) holding annual meetings to inform families of the school’s participation in federal programs and of the families’ rights to be involved.
(b) holding a flexible number of meetings for families.
(c) providing organized, ongoing and timely planning.
(d) reviewing and improving the academic program at the school.
(e) providing timely information concerning programs on campus, school, and student performance profiles, as well as information about the curriculum.

NOTIFICATION TO PARENTS/GUARDIANS OF TEACHER QUALIFICATIONS
As a parent of a student in 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.
- whether the teacher is teaching in the field of discipline of his or her certification.
- 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.

REVIEWING INSTRUCTIONAL MATERIALS
As a parent, you have a right to review teaching materials, textbooks, and other teaching aids, instructional materials used in the curriculum and to examine tests that have been administered to your child. Alief Independent School District has adopted a policy in compliance with Sec 26.006 of the Texas Education Code.

HUMAN SEXUALITY INSTRUCTION
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 – It’s Your Game Level 2
  - P.A.P.A. Curriculum

- Middle School—all students 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 – It’s Your Game Curriculum

- 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

Your right as a parent/guardian entitles you to review the curriculum materials. In addition, you may remove your child from part of this instruction with no academic, disciplinary, or other penalties. You may also become more involved with the development of curriculum used for this purpose by becoming a member of the district’s School Health Advisory Council (SHAC) by contacting Kelley Sullivan at (281) 498-8110, ext. 29107.

VISITING YOUR CHILD’S SCHOOL
Before visiting any area of the building, visitors and parents/guardians, must always present some form of photo identification. All visitors must check in through the Raptor System in the front office.

The Raptor Security System has the ability to scan all state drivers’ licenses or state-issued identification cards and perform background checks. Anyone with the following forms of identification will be processed through the Raptor system. Once cleared, you will be issued a visitor’s pass and allowed to proceed to your destination.

- Driver license (issued by any state in the U.S.)
- Identification card (issued by any state in the U.S.)
STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents/guardians and eligible students certain rights and privacy. 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 requests copies, it takes at least one (1) business day to gather information and make copies of academic records.

Parents/Guardians may be denied copies of a student’s records:

- after the student reaches 18 years old
- when the student is attending an institution of post-secondary education

If the student qualifies for free or reduced-price lunches and the parents/guardians are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided.

By law, both parents/guardians, 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/Guardians 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 students with disabilities, as well as their attorneys and consultants, who are:

- working with the student
- considering disciplinary or academic actions, the student’s case, or a student’s Individual Education Plan (IEP)
- compiling statistical data
- investigating or evaluating programs
- reviewing an educational record to fulfill the official professional response
- investigating or evaluating a program
- a school or institution of post-secondary education to which a student seeks or intends to enroll or in which he or she is already enrolled

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records.

Students over 18 and parents/guardians 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/guardians and students are not allowed to contest a student’s grade in a course through this process. Parents/Guardians 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.

For Special Education records, please contact the Special Education Office at 281-498-8110 ext. 83228.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Students who change their home addresses or telephone numbers are required to report this information with supporting documentation to the Registrar’s Office and/or their assistant principal’s office as soon as the change is known. Necessary documentation for an address includes a current utility bill and a copy of the lease or deed to the residence. State law requires all students to have accurate and up-to-date addresses and telephone numbers.

TRANSFERS/WITHDRAWALS

Parent(s) should notify the school’s office as they anticipate withdrawing or transferring their child (even if an exact date is unknown).

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, library books, and other school property must be turned in and payment made for any lost or damaged school property.

The parent who enrolled the student must 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 within AISD 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 FDE (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 14 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.

**DRIVER’S LICENSE VERIFICATION OF ENROLLMENT FORMS (VOE)**

A completed and signed VOE form is required by the Department of Public Safety (DPS) in order to apply for a Texas driver’s license. VOE forms are available in the attendance office where the student is currently enrolled and are provided at no charge. VOE forms that are submitted for verification to the attendance office will be available for pick up after 24 hours. The student will present the completed form to the DPS office.

Any VOE issued during the school year expires 30 days after issuance. Any VOE issued the last 5 days of the school year will expire the first day of the following school year. Verification forms needed during the summer should be obtained before the last day of the school year.

Texas Education Code, Section 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The 90% attendance rule applies when determining VOE eligibility. Absences are totaled by semester and include excused absences, unexcused absences, and suspensions.

**VOE Eligibility:**

An eligible student is one who is currently enrolled at the time the student applies for the VOE AND who also meets one of the following requirements:

1. received credit for each class the semester prior to application for the VOE (If applying in the fall semester, then credit from the previous spring semester will be reviewed. If applying in the spring semester, then credit from the fall semester will be reviewed.) OR
2. did not receive credit, but met minimum attendance for class credit (90% Rule = fewer than 10 absences) for each class the semester prior to application for the VOE (If applying in the fall semester, then attendance from the previous spring semester will be reviewed. If applying in the spring semester, then attendance from the fall semester will be reviewed.) OR
3. did not receive credit nor met the attendance requirement, but has successfully completed a credit recovery plan established by the school to receive this VOE form.

**SCHOOL SAFETY TRANSFERS**

Parents/Guardians may request a transfer of a child to another classroom or campus if the child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. This request is made at the Alief Support Facility, 14051 Bellaire Blvd., Ste. 200, Houston, TX 77083.

Parents/Guardians may request the transfer of their child to another campus if the child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus.

Though Alief ISD has no schools with this classification, parents/guardians may request the transfer of their child to attend a safe public school in the district if the child attends school at a campus identified by TEA as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

If a child has been determined by the district to have engaged in bullying, the district may decide to transfer the child to another campus. Transportation is not provided in this circumstance.

**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 safety 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 AN ALTERNATE SITE.**

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

- **TURN ON YOUR RADIO OR TELEVISION.** The district will keep the media accurately informed of any emergency and with accurate reports and information.
- **PLEASE DO NOT TELEPHONE THE SCHOOL.** Schools have limited phone lines, which MUST be used to respond to the emergency.
- **PLEASE DO NOT ATTEMPT TO CONTACT YOUR CHILD BY CELL PHONE until the emergency has been identified.** If it is a gas leak, the cell phone could cause an explosion.
- **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT THE SCHOOL.**

**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 officers in this department are commissioned peace officers and are authorized to enforce 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.

Representatives from city, county or state law enforcement agencies may conduct business within the District. In addition to law enforcement agencies, the Department of Family and Protective Services may also conduct business with Alief ISD. 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 contact to the student’s parent or guardian.

**Gang-Free Zone** – Certain criminal offenses, including those involving organized criminal activity, such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

**Searches** – In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct random searches. School officials may search a student’s
bullying through the use of a pal or designee shall promptly take interim action. The policy FFH, including ical conduct and bullying, the investigation should be completed within ten (10) days, 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 recording equipment is 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.

ALCOHOL, CONTROLLED SUBSTANCES, AND E-CIGARETTES/VAPOR PRODUCTS/TOBACCO PROHIBITED
The district and its staff strictly enforce prohibitions against the use of alcohol, controlled substances, synthetic substances and tobacco products by students and others on school property and/or at school-sponsored and school-related activities.

BULLYING

Bullying Prohibited: The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression through electronic means or physical conduct.

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property.
2. Is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school.
4. Infringes on the rights of the victim at school.

Cyberbullying is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text-messaging, a social media application, an internet website, or any other internet-based communication tool.

This conduct is considered bullying if it:

1. Occurs on or off school property, at a school-sponsored or school-related activity or in a vehicle operated by the District.
2. Interferes with a student’s educational opportunities or substantially disrupts the operation of a classroom, school, or school-related activity.

Examples: Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading or ostracism.

Retaliation: The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples: Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim: A student who intentionally makes a false claim, offers false statement, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting: Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District’s ability to investigate and address the prohibited conduct.

Reporting Procedures:

Student Report – To obtain assistance and intervention any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other District employee. Anonymous reports may be made to the school through the district or school website homepage.

Employee Report – Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format – A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Prohibited Conduct: The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by school board policy FFH, including dating violence, and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report: The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation: Absent extenuating circumstances, the investigation should be completed within ten (10) District business days from the date of the initial report alleging bullying: however the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents/Guardians: The principal or designee shall notify the parent/guardian of the alleged victim within 3 business days after the incident is reported. The parent/guardian of the alleged bully will be notified in a reasonable amount of time after the incident.

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 content 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.

• Vehicles parked on school property are under the jurisdiction of the school. School officials may search vehicles at any time there is a reasonable cause to do so. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

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.

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1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property.
2. Is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school.
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This conduct is considered bullying if it:

1. Occurs on or off school property, at a school–sponsored or school-related activity or in a vehicle operated by the District.
**District Action:**

**Bullying:** If the results of an investigation indicated that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**Discipline:** A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state, and federal law in addition to the Student Code of Conduct.

**Corrective Action:** Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents/guardians and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

**Transfers:** The principal or designee shall refer to school board policy FDB for transfer provisions.

**Counseling:** The principal or designee shall notify the victim, the student who engaged in bullying and any students who witnessed the bullying of available counseling options.

**Improper Conduct:** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

**Confidentiality:** To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal:** A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

**Records Retention:** Retention of records shall be in accordance with CPC (LOCAL).

**Access to Policy and Procedures:** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's web site to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

**Prevention:** In an effort to prevent bullying and harassment, Alief ISD conducts anti-bullying programs throughout the year. Information on programs can be found at www.aliefisd.net under Departments/Student Support Services/Prevention and Safe Schools.

**HARASSMENT**

**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/guardians 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 (Student Code of 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 ten (10) days of the request. The principal or Title IX and ADA Coordinator will coordinate an appropriate investigation which ordinarily will be completed within ten (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 ten (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.

**CHILD ABUSE**

**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:

**Child Sexual Abuse and Other Maltreatment of Children**

The District has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed from www.aliefisd.net under "parents/guardians. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual
abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:
http://www.childwelfare.gov/pubs/factsheets/signs.cfm

COMPLAINTS BY STUDENTS/PARENTS/GUARDIANS

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 campus.

At the campus 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 the Area Superintendent for the campus 281-498-8110
- Enrollment or disciplinary concerns 281-998-3100
- Special Education concerns 281-498-8110 ext. 83228
- Nutrition concerns 281-988-3420
- Transportation concerns 281-983-8400
- Alief ISD Police concerns 281-498-3542
- Safety and Facilities 281-498-8110 ext. 29150
- Attendance and Truancy 281-498-8110 ext. 29058

Typically, problems and issues can be resolved at the campus or central administration with an informal conference. However, if the issue is 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.

PUBLICITY GUIDELINES

Alief ISD often recognizes students, staff, and other key stakeholders through printed materials, press releases to the media, and other external and internal online-based communications, including posts on social media platforms and the district, campus, and department websites. The district also releases news to media organizations, such as publishers, radio stations, and television channels. The publicity may include original work, photos, videos, and voice recordings of the student.

Under Texas Education Code 26.009, an employee of a school district is not required to obtain the consent of a child’s parent before the employee may make a videotape of a child or authorize the recording of a child’s voice if the videotape or voice recording is to be used only for:
1/ purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
2/ a purpose related to a co-curricular or extracurricular activity;
3/ a purpose related to regular classroom instruction;
4/ media coverage of the school; or
5/ a purpose related to the promotion of student safety under Section 29.022.

CAMPUS COMMITTEES

A Shared Decision-Making Committee (SDC) has been established on each campus to assist the principal in creating campus goals and performance objectives. The SDC consists of the principal or principal’s designee, campus professionals, parents, and business/community representatives. The SDC meets monthly either before or after school hours.

A Language Proficiency Assessment Committee (LPAC) has also been established on each campus to monitor the progress of the bilingual and ESL students. The LPAC consists of the principal, campus professionals, paraprofessional personnel, parents/guardians, and community representatives.

Alief Family and Community Engagement (F.A.C.E.) Council

The Alief Family and Community Engagement (F.A.C.E.) Council is a district-wide council comprised of family members, staff and community members. The Council meets four times a year. The purpose of the F.A.C.E. Council is to contribute to the success of Alief ISD students by advising and taking action towards increasing family and community engagement in Alief ISD.

MISSION

The Family and Community Engagement Council will establish meaningful and effective partnerships with all stakeholders and develop and assist in the implementation of a comprehensive plan that will promote an integrated focus on . . .
- student academic success.
- family and community services.
- effective support systems.

OUTCOMES
- Opportunities that lead to improved student success
- Stronger and equipped families
- Informed and healthier communities

For more information, please contact the Alief Family and Community Engagement office at 281-498-8110 ext. 29192 or e-mail Shanceler.Terry@aliefisd.net.

Campus Based Families Actively and Meaningfully Engaged (F.A.M.E.) Committees

Each campus has an established Families Actively and Meaningfully Engaged (F.A.M.E.) Committee. Each campus’s F.A.M.E. Committee is comprised of family members, staff and community members. The committee meets once a month. The purpose of the F.A.M.E. Committee is to contribute to the success of Alief ISD students, by advising and taking action towards increasing family and community engagement on each individual campus. Each F.A.M.E. committee collaboratively creates and assists in the implementation of their respected annual campus F.A.M.E. plan.

For more information, please visit your child’s campus Family Engagement Center or contact your child’s campus front office.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Each year dedicated community members freely give of their time and talents to help Alief ISD students and staff. Individuals interested in chaperoning a field trip or volunteering in another manner should annually complete the online Volunteer Application, clear a criminal history check, and obtain a volunteer photo ID badge before volunteering. Individuals interested in helping only in the Family Center should annually complete the online Family Center Volunteer Application. All volunteers need to sign in at the front office and be checked in using Raptor. Volunteer applications are accepted between July and April and take approximately 2-3 weeks to process. Please call 281-498-8110 ext. 29029 for more information.
MENTORS

Mentors provide students with emotional support, encouragement, approval, belonging, security, emotional well-being, and self-confidence. Mentors are role models, listeners, guides, and special friends to students. By volunteering at the school one-on-one with students, mentors can help them to accept responsibility, use good study habits, make positive choices, learn problem-solving skills, improve academic achievement, reduce absenteeism/dropout rate and have a better peer relationship.

All mentors must complete an online volunteer registration form, clear a criminal history check, receive a volunteer photo ID badge and attend a 45 minute training held at the administration building before you start mentoring a student.

If you would like to become a mentor or have a mentor for your child, please contact your child’s counselor or call 281-498-8110, extension 29020.

SCHOOL-COMMUNITY PARTNERSHIPS

Business and Community Partnerships give area businesses and community organizations an opportunity to become involved in the schools. Some examples of ways to become involved are:

- participating in career days
- providing internships or sponsoring special activities
- providing funding and equipment to increase the use of technology in classrooms
- providing scholarships to graduating seniors
- assisting with after-school programs or serving as readers and math tutors
- donating resources and incentives or providing programs and learning materials
- participating in mentoring programs or underwriting or assisting with funding for campuses
- serving as judges or guest speakers or providing in kind support for programs and events

To learn more about how you, your employer or organization can develop a partnership with the Alief Independent School District, please call the Public Relations Department at 281-498-8110, extension 29020

SCHOOL HOURS

Elementary School Hours
Grade K-5 7:55 a.m. – 3:20 p.m.
PK (a.m.) 7:55 a.m. – 11:30 a.m.
Tardies start at 7:55 a.m.
Part of Day Absences start at 8:05 a.m.
The official attendance taking time is 10:00 a.m.

PK (p.m.) 11:45 a.m. – 3:20 p.m.
Tardies start at 11:45 a.m.
Part of Day Absences start at 11:55 a.m.
The official attendance taking time is 1:00 p.m.

Intermediate School Hours
8:35 a.m. – 3:50 p.m.
Tardies start at 8:35 a.m.
Part of Day Absences start at 8:50 a.m.
The official attendance taking time is 11:00 a.m.

Middle School Hours
8:40 a.m. – 4:00 p.m.
Tardies start at 8:40 a.m.
Part of Day Absences start at 8:50 a.m.
The official attendance taking time is 3rd period.

High School Hours (except Kerr, ALC, and Crossroads)
7:10 a.m. – 2:35 p.m.
Tardies start at 7:20 a.m.
Part of Day Absences start at 7:30 a.m.
The official attendance taking time is 2nd period

Kerr
7:05 a.m. – 2:30 p.m.
Tardies start at 7:15 a.m.
Part of Day Absences start at 7:25 a.m.
The official attendance taking time is 2nd period

ALC (all grade levels)
8:45 a.m. – 4:20 p.m.
Tardies start at 9:07 a.m.
Part of Day Absences start at 9:17 a.m.
The official attendance taking time is 5th period

Crossroads
8:30 a.m. – 4:30 p.m.
Tardies start at 9:17 a.m.
Part of Day Absences start at 9:27 a.m.
The official attendance taking time is 5th period

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

ALL MIDDLE and HIGH SCHOOLS WILL PARTICIPATE IN PLC EARLY RELEASE WEDNESDAYS

Tardy, part-of-day absences, and official attendance times are the same as on regular school days.

Middle School
8:40 a.m. – 2:45 p.m.

High School (except AECHS, Kerr, ALC, and Crossroads)
7:10 a.m. – 1:35 p.m.

AECHS
(PLC early release will occur FRIDAYS)
7:10 a.m. – 1:35 p.m.

Kerr
7:05 a.m. – 1:30 p.m.

ALC (all grade levels)
8:45 a.m. – 2:20 p.m.

Crossroads
8:30 a.m. – 2:15 p.m.

ATTENDANCE

Attendance Policies
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 (TEC).

- 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. (TEC 25.085(a))
- Unless specifically exempted by TEC 25.086, 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 19th birthday must attend school. (TEC 25.085(b))
- On enrollment in prekindergarten or kindergarten, a child must attend school and follow the attendance laws. (TEC 25.085(c))
- A person who voluntarily enrolls in school or voluntarily attends school after the person’s 19th birthday must attend school each school day for the entire period the program of instruction is offered.
  a. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment.
  b. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.
c. After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. (TEC 25.095(e) and FEA (local)).

Annual Warning Notice

In this section “parent” includes a person standing in parental relation. (TEC 25.095(d))

At the beginning of the school year, a school district shall notify the parent in writing 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, the parent is subject to prosecution for “parent contributing to non-attendance,” and the student is subject to referral to a truancy court for truant conduct under Family Code 65.003 (a). (TEC 25.095(a))

Part-of-day absences are defined as when a student arrives ten or more minutes late to school, arrives ten or more minutes late to a class, skips a class, or is picked-up early before the school day is over.

When a student has been absent from school, without excuse, for three days or parts of days, the school district shall notify the parent. This notice must:
- inform the parent that it is the parent’s duty to monitor the student’s attendance and require the student to attend school;
- inform the parent that the student is subject to truancy prevention measures, such as but not limited to, a behavior improvement plan, school-based community service, referrals to either in-school or out-of-school counseling or other social services, or any other measures considered appropriate by the district. (TEC 25.0915), and
- Request a conference between school officials and the parent. (TEC 25.095(b))

Parent Contributing to Non-attendance

If a warning notice is issued as required by TEC 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 Family code 65.003(a), the parent commits an offense. (TEC 25.093(a))

A court of law may impose penalties against a student’s parent if a student is not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

The above is a misdemeanor punishable by fine only and not to exceed $500.00 plus applicable court costs. Each day the child remains out of school may constitute a separate offense. (TEC 25.093(c) (c-1))

The truancy prevention facilitators/attendance counselors for the district are Ben Becerra and Edwin Molina. If you have questions about your child and his or her absences, please contact an attendance counselor at 281-988-3348, or your child’s campus.

Truant Conduct

- A student engages in truant conduct if he/she:
  a. is 12 years of age or older and younger than 19 years of age;
  b. is required to attend school under TEC 25.085; and
  c. fails to attend school on ten or more days or parts of days within a six-month period in the same school. (Family Code 65.003(a))

- Truant conduct may be prosecuted as a civil case in truancy court. (Family Code 65.003(b))

- The truancy court shall determine and order appropriate actions for a student who has been found to have engaged in truant conduct. (Family Code 65.102(a))

- The court order may include actions such as, but not limited to, requiring the student to:
  a. attend school without unexcused absences;
  b. attend a preparatory class for the high school equivalency exam;
  c. take the high school equivalency exam if the student is over 16 years of age;
  d. attend a special program, such as programs for alcohol and drug abuse, rehabilitation, counseling, job skills training, parenting skills, manners, violence avoidance, sensitivity, or mentoring;
  e. complete no more than 50 hours of community service; and
  f. participate in a school tutorial program for a specified number of hours. (Family Code 65.103 (a))

- If a student fails to obey an order issued by a truancy court, the court may hold the student in contempt of court and order the student to pay a fine not to exceed $100. (Family Code 65.251(a))

What to do When Your Child Misses School

If it is necessary for your child to be absent, call the school immediately. Send a signed and dated note that states: (1) the student’s full name and grade, (2) a detailed reason for the absence, and (3) the date(s) of the absence.

The absence note must be delivered to the attendance office within three (3) school days of returning to school or the absence will remain unexcused and count towards the student being truant from school. The responsibility belongs to the student/parent to ensure that the school attendance office has received the signed note within three (3) school days. Please note that the district is not required to excuse an absence, even if the parent provides a note explaining the absence.

When a student’s absence for illness exceeds five (5) consecutive days, the principal or attendance review committee may require a student to provide a note from the doctor to verify the condition that caused the student’s extended absence from school. (FEC (local))

If a student has established a questionable pattern of absences, the principal or attendance committee may require a student to provide a note from the doctor after only one (1) absence. (FEC (local))

If you must take your child out of school before dismissal time, you will need to sign your child out of school in the office. Your child will stay in the classroom until you arrive. 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 and dated note with your child. The person picking up your child must be prepared to show identification to the office staff.

Doctor Appointments - If a student or a student’s child must attend an appointment with a healthcare professional licensed to practice in the United States, please try and schedule the appointment before the school day starts or after the school day is over. If this is not possible, allow the student to attend school and then be released to go to the appointment or go to the appointment and then attend school. If a doctor note is provided upon returning to school and make-up work is completed satisfactorily, the absence will not count against the student’s overall attendance. The appointment must be a face-to-face consultation with a health care professional who is licensed to practice in the United States. A consultation over the phone or via video (telemedicine) is not considered an appointment with a health care professional.

Physical Education Excuse - If an illness or injury is serious enough to limit your child’s participation in physical education, a parent note or medical excuse must be provided to the school stating the reason for limiting or not participating in physical education. If the excuse is for more than three (3) days, the student must have a statement from a medical professional specifying the need and the approximate length of the recuperative period.

Religious Holy Days - If a student must miss school for a religious holy day, the parent should provide the school with a letter from the
religion. To be considered a religious holy day, the day should be one generally recognized by the student’s religious denomination as a holy day that is required to be observed by all members of that denomination. Religious retreats, camps, mission trips, and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not considered holy days.

Funerals - If a student must miss school for a funeral, the parent must provide the school with a letter for the day(s) to be considered for excuse. The letter should state: (1) the relationship of the deceased to the student, (2) the date of the funeral, and (3) the location of the funeral. Providing the school with a copy of the obituary or funeral service program is also a good practice.

College Visits - A junior or senior student is allowed up to two (2) days of excused absences to visit a college or university, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Extracurricular Activities - A student who meets eligibility requirements may miss up to fifteen (15) days in the school year for competitions and performances sponsored by UIL or other organizations approved by the Board. (FM (local))

Military Families - Absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment. A copy of the military order with the date and location of deployment, the date of leave, and/or the date of return must be submitted to the principal before the absences occur.

Minimum Attendance for Class Credit
To receive credit or a final grade 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 or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements 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 or a final grade, if appropriate. (TEC 25.092 and FEC (local))

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.
- Absences for religious holy days will be considered as days in attendance and will not count against a student.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- 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 discuss ways to earn or regain credit.
- The actual number of days a student must be in attendance in order to receive credit or a final grade, will depend on whether the class is for a full semester or for a full year.

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 Committee made up of teachers, counselors, and administrators.

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:
- DEVELOP independent study habits
- REINFORCE classroom learning
- ENRICH student lives through independent projects
- INVOLVE parents/guardians in their child’s education

Responsibilities:
- Principals and teachers implement the homework policy
- Parents/Guardians monitor their child’s completion of daily homework assignments
- Teachers verify completion of homework
- Parents, students, and the school share responsibility in providing an opportunity for the student to be successful

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.

Home assignments should not be requested unless the student 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.

SCHOOL 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 and/or hospital.
B. 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
• Camphor-phenique
• Sterile eyewash
• Antibiotic creams
• Antifungal creams
• Hydrocortisone ointments

2. Emergency medications in the clinic include:
• Adrenaline
• Instant glucose
• Ammonia ampoules
• Benadryl
• Silvadene cream

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° 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.

D. 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 Girls at ages 10 and 12 and for boys at age 13 or 14. Students in 3rd, 5th and 7th grades will be screened for Acanthosis Nigricans along with state-mandated vision, hearing and scoliosis screening.

E. 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. For further information, see the Department of State Health Services website:
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.

F. Educating students about good health and hygiene practices.

G. 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 (including cough drops), 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/guardians 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.

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or life-threatening reactions. It is important to contact the school nurse and to disclose the food to which the student is allergic, as well as the nature of the reaction. Additionally, upon enrollment, an allergy form is provided on which you can disclose this information. If the specified food allergy may result in severe, life-threatening (anaphylactic) reactions, the child’s condition would meet the definition of “disability.” The nurse will provide a Physician’s Statement that must be completed by a licensed physician. When this completed Physician’s Statement is presented to the school nurse, appropriate food substitutions will be made available for the student.

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, epipens (physician instructions required)

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 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

**MEALS AT SCHOOL**

Alief Nutrition Services Department operates under regulations established by City and County Health Departments, United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA). Breakfast and lunch are available daily. Each semester, menus are sent home with elementary students. Additionally, menus can be viewed on the Alief website.

School meals are designed to meet the needs of growing children while taking into consideration food preferences and USDA’s regulations. In addition to the regular menu entrée, a meatless entrée is available daily. Milk, juice and a limited variety of snacks that meet USDA’s Smart Snacks nutritional requirements can be purchased.

Breakfast is free for all students. Lunch is free for students who have qualified for free and reduced priced meals. A student who has not qualified for free or reduced benefits is referred to as a “Paid Student.” Paid students are charged $1.00 for lunch. Meal applications must be completed by parents and processed by the Nutrition Department’s Meals Office to determine if a student qualifies for free or reduced-priced meals. (See “EXCEPTION” below).

Prepaid meals can be purchased on any day for any length of time desired. Envelopes are available in the cafeteria for parents to send money for the purchase of future meals. Only cash is accepted. No bills over $20 will be accepted. Additionally, parents may go to www.schoolcafe.com to pay for their child’s meals in advance. There is no additional charge for using this service. (Prepaid meals are good insurance for students who may forget their lunch money.)

A student who has not qualified for free or reduced priced meals is referred to as a “Paid Student”. If a “paid student” does not have cash or money in their account, this student is allowed to charge up to three lunch tray meals to their account for a total of $3.00. Parents are responsible to pay for charged meals. If charges are not repaid, the student is offered, at no charge, milk and a peanut butter or cheese sandwich. A la carte items cannot be charged. Nutrition staff members are not allowed to pay for student meals.

Under the authority of the USDA, Alief ISD provides free or reduced priced meals for children who meet eligibility requirements.

- Meal applications are available in the school office or online at http://meals.alielisd.net.
- Qualification is determined by income, household size and/or SNAP/TANF benefits.
- Parents must apply for these benefits yearly.

Complete only one application per family. Do not complete an application for each child, because that will slow down the qualification process.

**EXCEPTION: NO application is required for students whose names are on the State Direct Certification List which is sent to the Alief ISD Meals Office monthly. Students on this list automatically receive free meals (if family receives SNAP or TANF benefits).

- During the first week of school, the Meals Office will send a letter to the parents of the students on this list to advise them that no application should be completed. (PARENTS, PLEASE ENSURE YOUR ON-FILE ADDRESS IS YOUR CURRENT ADDRESS.)
- As new students are added to this monthly updated list, notification letters will be sent home to parents.

The Nutrition Services Department is also regulated by City/County Health Departments. In order to comply with these agencies, the following procedure is in place regarding food provided to students:

- Parents cannot bring food or drinks to school for any student other than their own children.
EXCEPTION: The State makes an exception to this rule for birthdays. Parents may bring birthday cake/cupcakes for the class to celebrate with the birthday child.

- 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.
- To protect our students, 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.
- Check with your principal for an approved location which must be outside of the cafeteria.

SPECIAL DIET PROCEDURES

If a student has been diagnosed with food allergies that could result in dangerous or life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and will require a "special diet." See Food Allergy Section below for additional information.

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

- As defined by The Rehabilitation Act of 1973, Section 504, person with a disability means any person with a physical or mental impairment that substantially limits one or more major life activities.
- Menu substitutions will be made for students whose disabilities restrict their diets as supported by the completed Physician's Statement signed by a licensed physician or health professional licensed to write prescriptions. It must include:
  - Child's disability
  - An explanation of why the disability restricts the child's diet
  - The major life activity affected by the disability
  - The food or foods omitted from the diet and allowable substitutions.
- Procedure:
  - Parents will request a Physician’s Statement form from the school’s nurse.
  - This form must be provided to the student’s physician to complete. The statement cannot be accepted if all required sections are not completed.
  - Student and parent will make an appointment with the school’s nurse and bring completed Physician’s Statement.
  - The nurse will notify the Campus Section 504 Representative. The Student should be referred to the campus Section 504 Committee for an evaluation per district guidelines.
  - Nurse will review the Physician’s Statement to ensure that all required information is included.
  - Nurse will provide a copy of the completed Physician’s Statement to the school’s cafeteria manager and the Nutrition Department’s Registered Dietitian who will plan a menu based on the Physician’s Statement.
  - Upon request, the nurse will provide a copy of the school’s menu to the parent.
  - Parents are responsible for teaching their child about their diet.

VERY IMPORTANT:

If, at a later date, the physician makes changes to a student’s diet, these changes must be made on an “updated” Physician’s Statement. Discontinuation of an accommodation for diet modification can be submitted in writing by State licensed healthcare professional or child’s parent/guardian and sent to the student’s school nurse. A discontinuation requested by a parent must include a working phone number. The District's Registered Dietitian will call the parent to verify, prior to making any changes.

Other information regarding Special Diets:

- Middle and high school students will be provided their physicians ordered special diet when going through the tray line; however, if a la carte items are selected for purchase the student is responsible for choosing correct foods.
- All students in grades (K-6) on special diets will be provided their physician’s ordered special diet when going through the tray line. A la carte items for purchase will be limited (based on student’s food allergies).
- Please encourage your child not to eat food from another student’s tray. These foods may not be allowed on their diet.

FOOD ALLERGY

When new students register, their packet will include an allergy form. If the student has an allergy, please complete this form and return with registration forms. However, if the student has been diagnosed with a food allergy, that could result in dangerous or life-threatening (anaphylactic) reactions, the child could be referred to the Campus Section 504 Representative and Section 504 Committee to conduct an evaluation per district guidelines to determine eligibility and services/accommodations that may be needed. Promptly contact the school nurse who will provide a Physician’s Statement form. (Form is also available on Nutrition Department’s website). This form must be completed by a Physician or professional licensed to write prescriptions. The Parent will present a completed Physician’s Statement to the school’s nurse and appropriate food substitutions will be made available.

Children with food allergies or intolerances should be referred to the campus Section 504 Committee to determine if a disability eligibility exists as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA (Individuals with Disabilities Education Act). In most cases, the child’s dietary needs can be met in the school’s cafeteria where a variety of nutritious foods is available for individual choice.

Menus may be viewed on the District’s website.

VENDING MACHINES

Per USDA’s Smart Snacks in School, Alief ISD has adopted policies and implemented procedures to comply with federal and state regulations for restricting student access to only vending machines and snacks that meet nutrient requirements.

ASBESTOS MANAGEMENT PLAN

The district is committed to providing a safe environment for students. An accredited management planner has developed an asbestos management plan for each school. A copy of the district’s management plan is kept in the Maintenance Department office and is available for inspection during normal business hours.

PEST CONTROL INFORMATION

The district periodically applies pesticides. Information concerning these applications may be obtained from the Maintenance Department, 281-498-8110, ext. 28999

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.

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.

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.

When parents/guardians need to go into the school, they must park in a visitor’s parking space. Do not leave cars at a curb, in a fire zone, or where it will obstruct school bus traffic. Failure to do so may result in a citation/towing 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.

Alief ISD is committed to providing a safe method of transportation for all eligible students. The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the District’s Website. The privilege of transportation requires that students obey appropriate safety and conduct rules. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must off-load passengers only at authorized stops. For information on bus routes and stops, or to designate an alternate pickup or drop-off location, you may contact the Department of Transportation at (281) 983-8400. Students are expected to assist District staff in ensuring that buses and other District vehicles remain in good condition and that transportation is provided safely. Student safety on District vehicles is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. When riding in school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

Bus Conduct/Transportation Note to Parent:
Parents, guardians and persons acting in loco parentis should:
• Understand and support district guidelines, policies and regulations, and principles of school bus safety;
• Assist students in understanding safety rules and encourage them to abide by them;
• Recognize their own responsibilities for the actions of their children.

Understanding this, parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop. The school bus is considered an extended portion of the school day. Students violating bus rules are subject to disciplinary consequences, which may include having a re-assigned seat on the bus and/or suspension of bus riding privileges. In addition to school disciplinary action, students may receive written citations or criminal complaints filed against them by the Alief ISD Police Department in accordance with state law. When a disruption occurs on a Alief ISD bus, students may be removed from the bus and transported to the Alief ISD Police Department where a parent/guardian will be contacted to pick up his/her child. If a parent/guardian cannot be contacted, the student may be transported to the Department of Family and Protective Services (DFPS).

Disruptions of School Operations
Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:
• The interference with the transportation of students at any bus stop and/or at any Alief ISD school bus ramp.
• Unauthorized entry on the bus or any vehicles owned and operated by the district, inclusively, is strictly prohibited and could result in citation or arrest in accordance with state law.

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

Seatbelts
Seatbelts must be worn when riding a bus that is equipped with seatbelts. Failure to do so will result in discipline consequences up to and including the loss of bus riding privileges.

SMART Tags
The Alief Independent School District has implemented the Smart Tag system this past school year to promote and ensure a positive school bus riding experience for all Alief ISD students.

All Alief ISD students will receive a plastic SMART tag ID badge. SMART tag ID badges will be required each time a child enters and exits the bus. We ask parents and guardians to help enforce this requirement so that students may take advantage of the privilege to ride the bus.

Alief ISD drivers will not leave students unattended at their bus stop if a student forgets or loses his/her SMART tag ID badge. However, a lost SMART tag ID badge must be replaced immediately. Failure to use the supplied SMART tag ID badge may result in disciplinary action.

If a student does not have his/her SMART ID badge for three (3) consecutive days, the Alief ISD Transportation Department will notify the parent of the importance of Smart Tag.

When a student receives the maximum number of warnings allowed, the student may be subject to disciplinary action which may include the suspension of transportation service.

To obtain a replacement SMART tag ID badge, parents should contact their child’s respective school/campus. Replacement ID badges are $5.00 each.

Video Cameras
For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Bus Conduct/Transportation
School buses are provided to transport students to and from school and/or related activities, in order to promote a safe and pleasant ride, video cameras may be used to assist the driver. All students are expected to adhere to the following rules when being transported by bus or vehicles owned, operated, or controlled by the district. District rules and guidelines are applicable on the buses or vehicles owned, operated or controlled by the district.

Students are expected to follow a driver’s instruction when given.

The driver is authorized to assign seats. After the initial seating choice, students must sit in their assigned seats each day. Students are responsible for any vandalism to that seat and to their area.
• Students must not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus while it is in motion.
• Students must not try to get on or off the bus or move about inside the bus while it is in motion.
• Students must not write on or deface any part of the bus. Any damage to the bus must be reported to the driver immediately. Students who write on or deface any part of the bus are subject to suspension and restitution for damages.
• Glass containers of any type may not be brought aboard the school bus.
• No live animals may be transported on school buses, with the exception of official service animals.
• The emergency exits will be used only in emergencies.

Boarding school buses:
 a. Be at your stop at least 10 minutes prior to the first scheduled pick up time for that particular run. The bus cannot wait.
b. Please wait for your bus in designated areas, away from roadway.
c. Be seated and remain seated until the bus is released by your driver.

Departing school buses:
 a. Depart from the bus in an orderly manner. Students who need to cross the roadway must stop and await the signal from the bus driver.
b. Stay out of the bus ‘danger zone’ (within 10 feet of the bus). Never cross behind the bus.

Procedure for Removal
A driver of District owned or operated transportation may send a student to the administrator's office to maintain discipline during transport to or from school or a school-sponsored or school-related activity, to enforce the transportation rules, or when the student engages in behavior that violates the SCC. The administrator may use one or more discipline management techniques to address the behavior, which may include temporarily suspending or permanently revoking school transportation privileges.

The student will be informed of the reason for suspension or revocation of transportation privileges and will be given an opportunity to respond before the administrator's decision is final. Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school.

In addition to the disciplinary authority established for certain types of offenses as described within the SCC, the District has general disciplinary authority over a student at the following times:
• Any time during the school day, including summer school.
• While traveling on District owned or operated transportation or during school-related travel.
• While attending any school-sponsored or school-related activity, regardless of time or location.

As provided in extracurricular or organization handbooks, by-laws, or constitutions.

CLOSED CAMPUS

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 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. Students are responsible for all items and contents in the vehicle that is under their care, custody, and control.

Operation procedures are as follows:
A. The speed limit on campus property is ten (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/district is not responsible for loss of articles or damages to vehicles in the parking lots.
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 each school has been distributed to the students and is printed in various publications to parents/guardians, including on the campus websites. Additional copies are also available in the school office. Should you need assistance with standard mode of dress, speak with a campus-level administrator.

STANDARDS FOR DRESS and GROOMING

The district’s dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Appropriate student dress and grooming are contributing factors to a positive personal image and to a positive learning environment.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to SAC for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

• Clothing for school must be appropriate for school activities.
• Appropriate underclothing must be worn at all times. Exposure of undergarments is unacceptable.
• See-through tops, plunging necklines, tops exposing the midriff, tank tops, and halter tops are not to be worn.
• Too loose clothing or attire too tight for walking, sitting, bending, or reaching is unacceptable to wear to school.
• Oversized clothing, sagging pants, and exposure of undergarments are not permitted.
• Form-fitting shorts or pants of Lycra or spandex and biker shorts are not permitted.
• Cut-offs and slashed or ripped clothing is prohibited.
• Clothing, hairstyles, cosmetic modifications or other items with designs or words referring to alcoholic beverages, drugs, tobacco, violence, death, gangs, satanism, racism, profanity, nudity, or obscenity must not be on campus or at school-related activities.
• Hats, caps, and bandanas must not be worn.
• Hemlines of shorts, skirts, and dresses may be no more than 2” above the knees.
• Shoes must be worn and shall not present a health problem or hazard for the student or others. House shoes/slippers are not allowed.
• Hair should be clean, well groomed, out of the eyes and worn in moderation.
• Facial hair, including mustaches, must be neatly trimmed and is permitted to be worn by students in high school only.
• Body piercing is limited to the ears only.
• Earrings are not permitted to be worn by male students in elementary, intermediate, or middle school. High school students who wear earrings must avoid those which present a safety hazard or defraction. Gauges/ear stretchers, symbols (reflecting gang affiliation, drugs, alcohol, satanic ideologies, etc.) and chains are not permitted.
• Students in discipline alternative education programs have more restrictive requirements than while at the district’s regular campuses. The wearing of earrings or facial hair is prohibited while students are attending an alternative school

IDENTIFICATION BADGES (Intermediate, Middle, and High Schools)

Students are required to wear IDs around the neck or clipped to the upper part of the body 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)

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, gang activity, or any other activity deemed dangerous or unsafe by school officials. 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 another alternative educational program where a student received educational services in a residential setting may be required to go through a minimum 15-day phase-in period.

For additional information on Alternative Educational Placements, please call 281-988-3100.

A. Campus Learning Center- Campus-based structured program for secondary students exhibiting persistent misbehaviors. Students who would benefit from this program are those for whom other campus options, such as detention, SAC, and suspension, have not proved beneficial. The primary focus of the program is to change behavior by teaching appropriate responses.

B. Alief Learning Center- Assignment to an alternative program is made for 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. This placement is at a site other than the home campus.

C. 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.

D. Harris County Juvenile Justice Alternative Education Program (JJAEP) - Provides educational programs for every expelled student. Students may be expelled for a criminal activity or for serious misbehavior.

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, pepper and shocking devices/tasers may not be in a 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 off 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 DEVICES AND/OR TECHNOLOGY RESOURCES (EDTR)

Alief Independent School District is committed to maintaining the highest quality instructional environment possible. The use of Electronic Devices and/or Technology Resource (EDTR) is strictly prohibited during instructional hours, defined as the period of time from arrival on campus through dismissal, unless the BYOD trained teacher specifically grants permission for instructional use within the instructional setting. Students must adhere to all campus “No Device Zones” such as bath room, or any other designated area on campus identified by No Device Zones signage. AISD will not assume responsibility or liability for loss, damage, or theft of any student owned electronic devices. Students may possess EDTR and AISD property and at school sponsored activities; however, it is the students’ responsibility to ensure that the EDTR is turned off and is out of sight during all testing times and during the official instructional period unless the appropriate permission
has been granted. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored events.

The use of EDTR 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 EDTR being confiscated from the student and turned in to the main office. See Board Policy FNCE (Local). Confiscated items can be retrieved by parents/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 EDTR. A global warning is in effect and shall be considered sufficient as a first warning. The above statements are to be considered the first warning of violation of the use of EDTR.

Global Warning in Student/Parent Handbook, visual reminders, Alief Communicator and AISD Web Site (First Warning)
- Violation of the EDTR policy will result in parental notification, confiscation and storage in a central location.
- Pay $15.00 cash processing fee to reclaim each device.
- Confiscated telecommunications devices that are not retrieved by the student’s parent will be disposed of at the end of the current school year.

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. 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 and INSTRUCTIONAL MATERIALS**

Parents/Guardians and students have full responsibility for the textbooks and/or related instructional materials issued to them. Please help your child find a special place to put his or her textbooks/materials when they are not being used. Full payment must be made for lost textbooks/materials. Fines will be assessed for damage to textbooks/materials. Students are to keep their printed 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 parent/guardian requesting the record until the library debt has been paid.

**LOCKERS (INTERMEDIATE, MIDDLE AND HIGH SCHOOLS)**

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/guardians 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/guardians. 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:
- Academic Development
- Career Development
- 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/guardians 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/guardians, 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/guardians, 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

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8
In addition to routine tests and other measures of achievement, students at certain grade levels will take STAAR, a state mandated assessment, in the following subjects:
- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Students are required by law to pass (earn Approaches or higher) the STAAR 5th and 8th grade reading and math assessments to be promoted to the next grade level. See Promotion and Retention on page 24 for additional information.

STAAR Alternate 2, for students receiving special education services, will be available for eligible students as determined by the student’s ARD committee.

End-of-Course (EOC) STAAR Assessments

Grades 9-12
Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:
- Algebra I
- English I, and English II
- Biology
- United States History

Students are required by law to pass (earn Approaches or higher) these End of Course assessments for graduation. A student will be given the opportunity to retake an EOC assessment on any of the TEA scheduled administration dates. There will be testing opportunities in the Spring, Summer, and Fall of every academic year.

STAAR Alternate 2, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

SAT, ACT, AND OTHER STANDARDIZED TESTS

Many colleges require either the SAT or the ACT college entrance exam 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 during the junior year. Students who do not achieve minimal college readiness test scores on the SAT or ACT tests are required to take the Texas Success Initiative (TSI) exam prior to their enrollment in a Texas public college or university.

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 during testing. 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.

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/guardian in one or more of the following ways:

<table>
<thead>
<tr>
<th>GRADE REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports − Interim progress reports shall be issued for all students every three weeks beginning with the sixth week of school. Written notes to parents/guardians concerning their child's progress may be sent by the teacher at any other time deemed appropriate.</td>
</tr>
<tr>
<td>Parent/Teacher Conferences − Either the teacher or parent may request a conference during the year.</td>
</tr>
<tr>
<td>Report Cards − All children in pre-kindergarten through grade twelve will receive a written report card each nine weeks. Parents/Guardians are asked to carefully review the progress marks and to promptly sign and return the signature card. A parent conference may be requested if desired.</td>
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</tbody>
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<thead>
<tr>
<th>GRADE REPORTING</th>
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</thead>
<tbody>
<tr>
<td>GRADING SCALE:</td>
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<tr>
<td>Academic and Elective courses</td>
</tr>
<tr>
<td>A = 90 - 100</td>
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<tr>
<td>B = 80 - 89</td>
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<tr>
<td>C = 75 - 79</td>
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<tr>
<td>D = 70 - 74</td>
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<tr>
<td>Below 70</td>
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</tbody>
</table>

| GRADE REPORTING |
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 language arts and math
C. An overall combined average grade of 70 or above for language arts, mathematics, science, and social studies

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. Must pass four out of five academic classes (reading, language arts, math, science, social studies).
C. Students failing four or more academic classes are not eligible for summer school remediation and will be retained in their current grade.

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/guardians 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 80% 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 – reference 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.

Due to recent legislation, testing dates for the 2017-2018 school year will be published on the Alief website as soon as they are available. Credit by Examination testing will be held four times during the school year. Interested students and parents/guardians may obtain registration forms from the school counselor at the building where the student is registered.

PARENTING AND PREGNANCY RELATED SERVICES (PRS)

Alief ISD offers a Pregnancy, Education, and Parenting (PEP) Program for male and female students who become parents. Alief students who are parents may also be eligible for daycare assistance for their child while attending school.

If your daughter becomes pregnant, the school nurse, counselor, or the pregnancy related services social worker will be able to connect your child to the appropriate services. Your daughter will need a homebound services packet completed and turned in so that she can continue with her schooling at home after she delivers her baby. Your daughter’s doctor will need to sign a form in the homebound services packet. Return the packet to school as soon as possible so the paperwork can be processed and there will not be a delay in services. A teacher will be sent to your home 1-3 times per week to help your daughter with class assignments so that she does not fall behind in coursework.

Being pregnant or becoming a parent does not exempt your child from attending school. Your child must either be attending school on campus or be receiving homebound services. If your child must miss school during the pregnancy or after the delivery, a valid excuse note must be provided to the school to cover the days absent. If your child’s baby must go to the doctor, the doctor’s note for the baby must be provided to the school to cover the absence.

Unexcused absences could result in truancy charges being filed on you and/or your child.

Gypsy Longoria, the PEP Clerk, can ensure that your child receives all available services. She can be reached at 281-498-8110, extension 26872.

SECTION 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly known as “Section 504,” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools, §504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under §504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more major life activities. Section 504 also protects students with a record of impairment, or who are regarded as having impairment from discrimination on the basis of disability. Students can be considered disabled, and can receive services under §504, including regular or special education and related aids and services, even if they do not qualify for, or receive, special education services under the IDEA.

Major life activities under Section 504 includes, but is not limited to:
Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, major bodily functions (immune system, digestive, endocrine, mental or psychological disorder etc.)

Alief ISD has the responsibility, under Section 504, to identify, evaluate, and if the child is determined eligible, afford access to appropriate services. A parent is entitled at any time to request an evaluation of their child to determine if aids, accommodations or services under Section 504, Rehabilitation Act of 1973 are needed. Each campus has a designated Section 504 representative to facilitate this process with parents, students and the campus Section 504 Committee. If a parent or guardian disagrees with the actions or decisions made by the Section 504 committee, the Notice of Rights and Procedural Safeguards for Disabled Students and their Parents Under 504 of the Rehabilitation Act of 1973 provides parents/guardians with the process for challenging those actions or decisions.

If there are any questions, you may speak to the campus Section 504 representative or contact the district’s Coordinator for Special Services at 281-498-8110 Ext. 29070.

STUDENTS WITH DISABILITIES

If a child is experiencing learning difficulties, the parent may contact the child’s campus counselor. He/she will provide parents/guardians with information 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 general
education classroom may be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including, but not limited to, a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of districts to meet the needs of many struggling students.

At any time, a parent is entitled to request an evaluation for special education services. The request must be made to a school official. The request may be made verbally or in writing and delivered to the campus principal or the Director of Special Education. If the request is verbal, the school staff who received the request will notify (in writing) the campus principal. No later than 15 school days after the district receives the request, the district must:

- Provide the parent with prior written notice of its proposal to conduct an evaluation, a copy of procedural safeguards notice and an opportunity to give written request for the evaluation.

- OR

- Provide the parent with prior written notice of its refusal to conduct an evaluation and a copy of procedural safeguards notice.

If an evaluation is to be conducted, the parent will be notified and asked to provide informed written consent. The district must complete the evaluation and report within 45 school days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

Additional information regarding the IDEA is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education:

**Contact Person:** Your child's campus administrator

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

**Special Education Assessment Coordinator:** 281-498-8110, ext 28974.

**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.

Related services such as Speech Therapy, Occupational Therapy or Physical Therapy by private agencies are not allowed to be given at a campus during school hours.

**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 with the State Department of Medicaid Administration on a monthly schedule:

- Your Child’s Name
- Date of Birth
- Name of Needed Services, such as Speech-Language Pathology
- Service Provided, such as Speech-Language Assessment
- How much service was provided, such as 30 minutes of Speech-Language Assessment Service
- 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. If you have any questions or want more information about the district's Medicaid reimbursement activities, please contact the Special Education Department at 281-498-8110 ext. 83228.

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.

**ELEMENTARY /INTERMEDIATE SCHOOLS**

**ELEMENTARY PROGRAM** - Children in the elementary grades study language arts, math, science, social studies, physical education, music, art, and technology. 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, reading, 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, physical education, and technology. 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.

**ELEMENTARY/INTERMEDIATE HONOR ROLL**

<table>
<thead>
<tr>
<th>Grades 1 through 4 (5 in Elementary)</th>
<th>All A's</th>
<th>All A's and 1 B</th>
<th>All A's and 2 B's</th>
</tr>
</thead>
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<tr>
<td></td>
<td>• 90 or above in academics</td>
<td>• 90 or above in academics</td>
<td>• 80 or above in academics</td>
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<tr>
<td></td>
<td>• 90 or above in conduct</td>
<td>• 80 or above in conduct</td>
<td>• No N's or U's</td>
</tr>
<tr>
<td></td>
<td>• No N's or U's</td>
<td>• No N's or U's</td>
<td>• No N's or U's</td>
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</table>

**Intermediate**

<table>
<thead>
<tr>
<th>All A's</th>
<th>All A's and 1 B</th>
<th>All A's and 2 B's</th>
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</thead>
<tbody>
<tr>
<td>• No B's</td>
<td>• No more than one B</td>
<td>• No more than two B's</td>
</tr>
<tr>
<td>• No N's or U's</td>
<td>• No N's or U's</td>
<td>• No N's or U's</td>
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</tbody>
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**REQUIRED PHYSICAL ACTIVITY**

Texas Education Code Section 38.101 and Section 38.103 require the fitness levels of all public school students who are in grades 3-12 and enrolled in a physical education course or any physical education substitute course or activity be assessed at least once annually. School districts are required to submit the results of the assessment to TEA each school year through FitnessGram software.

In accordance with Policies EHAB, EHAC, EHBG and FFA, 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, Action Based Learning Labs, 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. High school student are required to have one full credit of physical education, one half of which will be Foundations of Personal Fitness. Parents/Guardians have the right to obtain their child’s fitness assessment.
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.

During the previous school year, the district’s School Health Advisory Council held four meetings. Additional information regarding the district’s School Health Advisory Council is available from the AISD Wellness Coordinator at 281-498-8110, ext. 29107.

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, and has goals for nutrition promotion. The objective of this policy is to promote student health and reduce childhood obesity. This policy was a collaborative effort and the policy is available on the Alief ISD website.

SPECIAL PROGRAMS

QUEST, PEP & AIMS – Each elementary school has a program for students identified as gifted/talented. PEP (Primary Enrichment Program) is for students in grades K – 2 and Quest is for students in grades 3-6. AIMS provides parents/guardians 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 Boone, Outley and all Intermediate campuses. Information is sent home each spring to parents/guardians 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 – To enroll in Alief ISD’s half-day pre-kindergarten program, a child must be four years old on or before September 1, of the current year, and meet at least one of the following requirements:

- be unable to speak or comprehend the English language (testing will take place at registration)
- is a student who is eligible to participate in the national free or reduced price lunch program
- is homeless
- is the child of an active duty member of the armed forces of the United States
- is the child of a member of the armed forces injured or killed while on active duty
- is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing.

Household income is at or below the subsistence level as defined by the State Board of Education. Documentation of all sources of income to all members of the household must be submitted at the time of registration. Acceptable documentation includes payroll check stubs for the most recent three months or a copy of the most recent federal income tax return.

Parents/Guardians of pre-kindergarten students are responsible for their children’s transportation.

ESL/BILINGUAL PROGRAMS – Each campus provides bilingual and ESL programs to serve the needs of students who are limited in English (LEP).

Children who come to the district speaking a language other than English are tested at the time of registration. Students who are identified as LEP will participate in the bilingual program or ESL program. Teachers provide intensive instruction to develop English and academics. Once a student meets the state exit criteria for LEP students, the student will be served through general education.

Dual Language Program is a One-Way and Two-Way Dual Language Immersion program available to all qualifying students across the district beginning in Kindergarten. The program offers students an opportunity to develop two languages through a 50-50 Spanish/English instructional model. The goals of this program are for students to obtain bilingualism and by literacy in both English and Spanish, to meet or exceed state standards on academic achievement tests, and to develop positive attitudes towards other cultures so they can appreciate a global perspective within an international community.

TITLE I – Alief ISD receives federal funding under the Every Student Succeeds Act to support student academic achievement. The largest source of federal funding for this purpose is the Title I, Part A program. Title I provides supplemental funding to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Title I schoolwide programs are in place at all elementary, intermediate, middle, and high schools, excluding only the district’s alternative education programs. Title I allows for the coordination of funds from federal, state, and local sources. For more information about the Title I program, or how you can become involved, contact the Federal Programs and Grants Department at 281-498-8110, extension 29167.

SUMMER SCHOOL – A variety of summer school programs are provided for students 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/guardians of students in elementary and middle school 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 may forfeit their summer school invitation and their space may be released to the next person on the waiting list.

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

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 guidelines for each grade level or course will be communicated and distributed to students and their parents/guardians by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical grades, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A−</td>
<td>5 grade points</td>
</tr>
<tr>
<td>B−</td>
<td>4 grade points</td>
</tr>
<tr>
<td>C−</td>
<td>3 grade points</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th grade</td>
<td>6 credits</td>
</tr>
<tr>
<td>11th grade</td>
<td>12 credits</td>
</tr>
<tr>
<td>12th grade</td>
<td>19 credits</td>
</tr>
</tbody>
</table>

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.

SOAR – Special Opportunities for Academic Restoration (SOAR) lowers the drop-out rate by offering credit recovery, so students can graduate on time with their cohort. SOAR applicants must submit an application and be 16 years of age, with positive discipline records and no recent alternative school placements. Students earn credits in English, Math, Science, and Social Studies through an accelerated block schedule. They complete a semester’s worth of work in nine weeks. Since classes are accelerated and multiple subjects are taught in a class, a student must be highly motivated to learn and be committed to attending every class. Interested students should apply through their main campus counselor.

SOAR Night High School – Assists students who are deficient in credits and are in danger of dropping out of high school. NHS applicants must submit an application and be 16 years of age, with positive discipline records and no recent alternative school placements. Credit deficient students can graduate with their cohort by taking a variety of courses offered in NHS. Interested students apply through their main campus counselor.

SOAR NHS uses the direct instruction model, plus computer-based software, such as online courses and web-based curriculum, to meet diverse student needs. SOAR NHS offers extended hours so dual enrollment is possible. Student must be committed to an extended day and have good attendance to do well in SOAR NHS. Hours for SOAR NHS are:

- NHS 1: 3:15 – 4:45 p.m.
- NHS 2: 4:48 – 6:15 p.m.
- NHS 3: 6:48 – 8:18 p.m.

The LINC Program (Language Institute for Newcomers) is a one year program designed to educate students who are new arrivals in the U.S. and who have limited to no English language proficiency. LINC provides an opportunity for the development of language and academic achievement as students become acclimated to a new country and school system. Students develop English with skilled teachers in content-based sheltered classes that improve academic literacy while providing them an opportunity to earn state and local credits needed for graduation. In addition, the program offers students additional English Language development through the Summer Language Institute.

The World Languages Program offers students an opportunity to engage in the learning of an array of critical languages needed to be successful in a global economy. With languages such as Spanish, French, Arabic and Mandarin Chinese across different levels with well-prepared teachers, students can access a world class education. Further, by participating in Alief’s World Languages Program, students can acquire knowledge in another language and culture to enable them to become multi-literate members in the community.

College Credit Courses – Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, or Advanced Placement (AP).
- Enrollment in an AP or dual credit course through the Texas Virtual School Network.
- Enrollment in courses taught in conjunction and in partnership with Houston Community College (Alief campus), which may be offered on or off campus.
- Enrollment in courses taught at the following institutions in the district: (HCC Coleman College).
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student’s grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student’s final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents/guardians should check with the prospective college or university to determine if a particular course will count toward the student’s desired degree plan.

Dual Credit Courses – Dual Credit is a process by which a high school senior enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, a high school student can also take a course on the college campus and receive both high school and college credit. Students may also take an online dual credit course through the Texas Virtual School Network (TxVSN). Dual credit courses include both academic courses as well as technical courses. These courses are stepping stones from high school to college, serving as a path to academic degree programs or college-level workforce education courses. Dual credit courses carry a weighted grade point.

Career and Technical Education – With more than 65 individual courses offered in the Career and Technical Education program, middle school and high school students can determine a plan of study to include a wide array of courses from within the 14 career clusters offered in Alief ISD. Included within the course offerings are opportunities for the student to receive dual credit; articulated college credit; industry recognized certifications; and participate with the co-curricular Career and Technical Student Organizations. For more information, call the Career and Technical Education (CTE) Office at 281-498-8110, extension 29078.

Articulated Credit Courses – Articulated Credit is a process by which the school district enters into an agreement with a local community college to provide students the opportunity to receive workforce college credit for courses taken while in high school. The student must be on a plan of study and participate as a CTE Coherent Sequence participant. Upon graduation and enrollment in the partnering community college, a student declares a major associated with the coherent sequence, completes 12 credit hours and the courses successfully completed in high school are transcripted onto the student college record.

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.

Distance Learning – Distance learning includes courses that encompass the state-required essential knowledge and skills but are and can be taught through multiple technologies.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. These courses are transcripted, count toward GPA, UIL and NCAA qualifications. Depending on the course in which a student enrolls, the course may be subject to the “no pass, no play” rules.

Dropping TXVSN courses past the 14 days for semester long courses or 4 days for accelerated courses will result in a failing grade.

All distance learning final exams are required to be proctored.

Please contact the counselor at your high school or go to the Alief website under DEPARTMENTS and Curriculum & Instruction to get more information about Distance Learning.

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/guardians, 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 EXAM EXEMPTION POLICY

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number Per Semester</th>
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<tbody>
<tr>
<td>9</td>
<td>Two (2) classes (Spring Semester only)</td>
</tr>
<tr>
<td>10</td>
<td>Two (2) classes (No core classes in Fall Semester)</td>
</tr>
</tbody>
</table>

11th Grade Exemption

Three (3) classes (No core classes in Fall Semester)

12th Grade Exemption

Four (4) classes Fall Semester/All classes Spring Semester

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

Remediation classes cannot be exempted

QUALIFICATIONS:

Attendance
1. No more than 2 absences (excused or unexcused) 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 two (2) 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 85 or better in a regular class and 80 or better in a Pre-AP/AP class for the semester in the class(es) which the exemption is requested
2. Additional Requirements
   a. No waivers will be used
   b. Student must be cleared of all debt to qualify for exemptions

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

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 one course per term. Students failing more than one course will not be considered for an exemption.

• An exemption may be granted only once during the school year for any one course.

• The grade will be exempted for three weeks only.

• This form must be submitted to the principal complete with coach/sponsor and parent signature. Student remains ineligible for UIL purposes until the principal grants approval.

STUDENT ACTIVITIES AND ORGANIZATIONS FOR SECONDARY STUDENTS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. A student shall be informed of any extra-curricular behavior standards at the beginning of each school year or when the student first begins participation in the activity.

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/Extra-Curricular Activities – Students traveling on a school-sponsored trip or students attending a school-sponsored function, represent their school and their community. Students are governed by the Student Code of Conduct while in attendance at any school function.

All field trips and school-sponsored activities must be approved by the principal. Students must have permission slips signed by parents/guardians 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 “Honors 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, and must have teacher recommendations. A student may have no U’s and no more that 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.

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 musical selections at concerts and competitions 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/or failure to comply with the rules.

Orchestra – Orchestra performs at school functions, competitions, and shows throughout the school year. All orchestra students are required to audition at the beginning of each semester, and the director shall determine in which orchestra class a student will be placed. Orchestra 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.

Speech and Debate – Students who join Speech and Debate may participate in various tournaments throughout the school year. Students must attend all required rehearsals and meetings with the Speech/Debate Coach, and abide by all UIL rules regarding eligibility and absenteeism. Students have the opportunity to participate in local, regional, state, and national level competitions.

Theatre – Each Alief ISD High School offers Theatre classes during the day, as well as after-school opportunities to participate in plays/musical productions. Auditions are required for all shows and competitions. Theatre Officers are elected by the students in the campus Thespian Troupe. Theatre students have the opportunity to participate in local, regional, state, and national level competitions. Theatre students must abide by all UIL rules and regulations.

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.

Newspaper – The school newspaper is written 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.

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.
Career and Technical Student Organizations – These organizations are considered co-curricular student organizations and part of the CTE programs at each school. They include: FFA; Business Professionals of America (BPA); Future Business Leaders of America (FBLA); DECA; Health Occupations Student Association (HOSA); Texas Association of Future Educators (TAFE); Skills USA; and Technology Student Association (TSA). Membership is open to any student who is currently or previously enrolled in the associated CTE program. Students have the opportunity to participate in local; regional; state; and national level competitions.

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’ interests. Students who are interested in trying out for a sport should contact the head coach for the sport at their assigned school. Each student who wishes to participate in athletics must first secure parents/guardians 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.

Parents/Guardians and students should be reminded that the standards for dress, behavior, and performance may be stricter for those who make the choice to participate in extra-curricular activities and organizations.

Participation in athletics is an excellent way for players to develop talents, receive recognition, and build strong relationships with others. Participation in athletics in Alief ISD is completely voluntary and membership on a team is a privilege. Therefore, expectations and standards for student-athletes are stricter than those for students in general.

DRESS AND GROOMING:

Athletes will dress appropriately for trips to other school districts as well as at home contests. Well-groomed athletes represent Alief ISD.

1. Facial hair must be well groomed.
2. Hair shall be neat, well-kept and of reasonable length.
3. Earrings are not allowed due to safety reasons.

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 random steroid testing. More information on the UIL testing program may be found on the UIL website at: http://www.uiltexas.org/health/steroid-information

GRADUATION INFORMATION

Both students and parents/guardians 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 testing criteria 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 courses during the first semester of their senior year and at least three classes during their second semester.

Students assigned to discipline alternative education program (DAEP) are subject to the assignment until the student completes the term of the placement.

Students enrolled in a DAEP on the last day of school are not eligible to participate in second semester graduation exercises.

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 testing criteria 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 orders are taken and fees are due when they are delivered or ordered depending on the requirement of the company. 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.

The Foundation School Program is a new graduation program that was implemented during the 2014-2015 school year. The Commissioner of Education allows 2013-2014 graduating seniors who have not satisfied the curriculum requirements of the current graduation program to graduate under the Foundation School Program if its requirements have been met.

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.

Class rank/top ten percent/highest ranking student-

- Class rank shall be based on the end of the eleventh grade, middle of the twelfth grade, or at high school graduation, whichever is most recent at the application deadline.
- The top ten percent of a high school class shall not contain more than ten percent of the total class size.
- The student’s rank shall be reported by the applicant’s high school.
- Class rank shall be determined by the Texas school or school district from which the student graduated or is expected to graduate.
Valedictorian and Salutatorian
A graduating senior shall be selected as valedictorian and as salutatorian in each high school each year using the following criteria:

1. No less than 21 units and 42 class sessions at the end of the first semester of the senior year.
2. Grade point average computed at the end of the third nine weeks by averaging the third nine weeks as a semester grade with the other semester grades.

Once selected, the campus coordinating principal shall review the records of the selected students for any of the following:

1. Referrals to DAEP during the students’ junior or senior year.
2. Infractions of cheating that led to disciplinary action.
3. Transferring to a District high school during the student’s junior or senior year.

If any of the above is identified, the student’s records shall be referred to a District-level review committee consisting of the Deputy Superintendent of Instruction and Area Superintendents.

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, if they are not requested through Naviance.

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.

COLLEGE AND UNIVERSITY ADMISSIONS
In accordance with Texas Education Code (TEC), §51.803, a student is eligible for automatic admission to a Texas public college or university as an undergraduate student if the applicant earned a grade point average in the top 10 percent of the student’s high school graduating class, or the top 7 percent of eligible 2015 summer/fall freshman applicants for admission to the University of Texas at Austin, and the applicant:

- Successfully completed the requirements for the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP); or
- Satisfied the SAT or ACT readiness scores listed below:
  - An SAT Reasoning score of at least 1070 and a math score of at least 50 is exempt from the math requirement
  - An SAT Reasoning score of at least 1070 and a verbal score of at least 500 is exempt from the reading and writing requirements
  - An ACT composite score of at least 23 and a math score of at least 19 is exempt from the math requirement
  - An ACT composite score of at least 23 and an English score of at least 19 is exempt from the reading and writing requirements
  - Satisfied TSI assessment requirements.

To qualify for automatic admission an applicant must:
- Submit a completed application for admission in accordance with the deadline established by the college or university; and
- Provide a high school transcript or diploma that indicates whether the student has satisfied or is on schedule to satisfy the requirements of RHSP or DAP.

Colleges and universities are required to admit an applicant for admission as an undergraduate student if the applicant is the child of a public servant who was killed or sustained a fatal injury in the line of duty and meets the minimum requirements, if any, established by the governing board of the college or university for high school or prior college-level grade point average and performance on standardized tests.

Should a Texas public college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents/guardians should contact the counselor, the college access counselor, or the senior center/grad center on their campus for further information about automatic admissions, the application process, and deadlines.
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 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/guardians, 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 Student Code of Conduct by reference.

This Student Code of Conduct will be enforced:

- during regular school hours (which includes 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 acknowledgement of receipt of the Student Code of Conduct annually. The Parent-Student Acknowledgment/Consent Form is included for review, signatures, and return to school.

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 Student Code of 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/guardians, signing annually, and complying with the AISD Student Code of 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 Student Code of Conduct,
   C. attending assigned meetings, counseling sessions, or mandatory tutorials,
   D. cooperating with teachers, administrators, and parents/guardians in the implementation of the Student Code of 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 personal safety and well-being of students and staff.
Parents/Guardians 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 the Student Code of Conduct).

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/guardians 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 of their child returning to school),

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 mandatory tutorials,

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, 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, (see Code of Civility Acknowledgement p. 2)

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, (see Code of Civility Acknowledgement p. 2)

S. reviewing, signing, and returning all state mandated notices regarding student progress, and

T. providing transportation for students who have lost bus privileges.

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.

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 Student Code of 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/guardians 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 and displaying respect toward students, parents, staff, and community,

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. grading assignments promptly and disseminating grades in accordance to board policy,

L. responding to parental messages and requests in a timely manner,

M. ensuring that all interactions with fellow staff members and parents/guardians are designed to ensure maximum student success, while maintaining confidentiality,

N. recording attendance accurately and timely and attesting to the validity of the data,

O. ensuring good student discipline by being in regular attendance and on time,

P. recommending students who are habitually absent or who will possibly be retained to attend mandatory tutorials,

Q. ensuring good student discipline and time-on-task by developing and implementing detailed and grade level appropriate daily lesson plans,

R. creating a safe school-wide environment, and

S. assuming all responsibilities and duties as assigned and/or as described in the school staff handbook and district employee handbook.

Campus administrators are responsible for:

A. establishing and implementing programs to train staff members in the Alief ISD Student Code of Conduct,

B. processing and sending within three (3) days, a copy of a report received from a staff member reporting a student’s violation including a change of placement or transportation violation to that student’s parent/guardian,

C. assisting campus staff in the implementation of the District Student Code of Conduct,

D. educating students relative to their self-discipline responsibilities with the Student Code of Conduct,

E. informing and involving parents/guardians 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/guardians are notified of the progress of their student and any significant changes in achievement and/or behavior,

H. implementing discipline procedures for due process investigation including but not limited to: collecting statements, interviews, administrative search, parental contact and parent notification,

I. providing parent training workshops for home reinforcement of study skills and specific curriculum objectives,

J. serving as positive role models and displaying respect towards students, parents/guardians, staff and community,
K. holding students accountable for their actions which relate to the Student Code of 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,
   G. fulfilling designated roles in due process and hearing procedures, and
   H. serving as positive role models and displaying respect towards students, parents/guardians, 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,
   D. fulfilling designated roles in due process and hearing procedures, and
   E. serving as positive role models and displaying respect towards students, parents/guardians, 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 right to available resources.
   H. Students have the responsibility to utilize technology, textbooks, and other school resources appropriately and with care in accordance with 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/Guardians or eligible students (students 18 years old or older) have the responsibility to release information for the benefit of the student.
   I. Parents/Guardians 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/Guardians 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 be on time.
   C. Students have the right to appeal to the campus administrator a decision pertaining to an absence and/or a decision pertaining to credit denial/credit restoration due to excessive absences.
   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, moral, political 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 harassing/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. Random 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
   Students participating in, included but not limited to, clubs and performing groups such as band, choir, drill/dance and athletic teams are subject to additional standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply.
   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 as outlined in the Student Handbook.
   D. Students who are recommended for removal from school to an alternative placement have the right to a formal hearing which includes submitting a written statement to the building principal.
   E. Students and their parents/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 Devices and/or Technology Resources Policy and Student Code of Conduct.

8. Review
   A. Students and their parents/guardians 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/guardians have the responsibility to maintain constructive communication with appropriate school personnel regarding disciplinary alternatives and to utilize appeal procedures when necessary.
   C. Parents/Guardians 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 and in-district transfer students for serious disruptive behavior and consistent attendance issues which have the potential to negatively impact the academic progress of the individual student or other students.

1. Attendance
   A. Regular attendance and punctuality are required of every student.
   B. Unless exempt by TEC 25.086, every child who is at least 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 nineteenth 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 absence will remain unexcused when a student fails to provide a written excuse within the three-day period regardless of student’s age.
   D. An unexcused partial day absence occurs when a student arrives ten or more minutes late to school, arrives ten or more minutes late to class, skips a class or classes, or is picked up early without a valid excuse before school is over. The consequences are administrative and may lead to legal action.
   E. 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 disciplinary consequences. Arriving ten or more minutes late to school or class is considered a partial day absence and may result in legal action.
   F. Once on campus, students are not permitted to leave school during school hours, with the exception of seniors during their lunch period, without a written excuse or telephone contact with a parent or guardian regardless of the student’s age. The request to leave school before the end of instruction must be approved by the principal or principal’s designee. Abuse of the early release policy will result in administrative and/or legal action against the student, parent, or both.
   G. In cases of prolonged chronic illness or injuries, medical absences exceeding five consecutive school days, require a medical excuse note from a certified physician. The excuse note for the absence must be turned in to the attendance office within three (3) days of the student returning to school.
   H. If a student is predicted to be absent from school at least four weeks for medical reasons, the parent/guardian should request a home bound services packet from the school nurse or counselor. If approved for home bound services, the student will continue with his/her studies while being supervised by a homebound teacher that will visit the student while he/she is 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, bullying/cyber bullying, use of inappropriate social media (whether on or off school campus), assaulting or threatening/harassing anyone on school property or at school sponsored events.

B. Property
• Students are prohibited from vandalizing/damaging/defacing any and all property belonging to, rented by, or used by the district or district personnel including electronic resources/images owned by Alief ISD.
• 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. Students shall not, without the consent of the owner, retain damage or destroy property of the owner.
• Students are responsible for securing/monitoring their possessions which include personal items, school-issued textbooks, books, CDs, digital storage devices, etc.
• A student found to be copying, cheating, or plagiarizing any school work will receive a grade of zero on that assignment.

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, or be under the influence on school premises during any school term or off school premises at a school-sponsored activity, function, or event for any of the following substances.
• Any controlled, simulated controlled substance or dangerous drug which is defined as such by the Texas Controlled Substances Act—without regard to the amount/time/location of consumption—including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, steroid or barbiturate.
• Alcohol or any alcoholic or intoxicating beverage.
• Any abusive glue, aerosol paint, or any other chemical/vapor substance for inhalation including but not limited to electronic cigarettes and hookah pipes.
• Any other intoxicant, mood-changing, mind-altering, or behavior-altering chemical.
Students who are caught using, under the influence, 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/Cyber Bullying/Harassment/Sexting/Misuse of Social Media:
Students are prohibited from initiating/instigating in any type of bullying, harassing, dating violence, cyber bullying or sexting, whether in person or through social media, on or off campus, electronically, individually, in concert with others, or towards another student for the purposes of subjecting such student to humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame, disgrace and are prohibited from encouraging or assisting any other person in the act of bullying, harassing, cyber bullying and sexting.

C. Fraternities/Sororities/Secret Societies/Cliques/Gangs
Students are prohibited from joining any organization, composed wholly or in part of public school students, which seeks 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/Clique/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 gang paraphernalia (determined by school official), intimidation of students or staff members, violence, graffiti or symbols, tattoos, and identifying language or hand signals. A gang-free zone includes a school bus and a location in on, or within 1,000 feet of any district-owned or leased property or campus playground.

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 any district school shall willfully engage in disruptive activity or disrupt said school property, or engage in conduct of classes or other school activities (including civil disobedience, walk-outs etc.). School property includes public school campuses or school grounds or any other property which is used for school purposes. 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 (chips, candy, gum, raffle tickets, flyers, party announcements, 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 Student Code of 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. Harassment:
Students are prohibited from harassment. Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct regardless of gender, 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.

H. Hazing/Initiation:
Students are prohibited from initiating or engaging in any willful act, whether individually or in concert with others, towards another student for the purpose 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 haz ing; or as further defined by law.

I. Hit Lists:
Students are prohibited from making, possessing, distributing, or using for any purpose, a hit list, including a cyber hit list, while attending school, relating to school or a school sponsored event.

J. 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.

K. Electronic Devices and/or Technology Resources
Alief Independent School District is committed to maintaining the highest quality instructional environment possible. The use of Electronic Devices and/or Technology Resources (EDTR) is strictly prohibited during instructional hours, unless the campus administrator specifically grants permission for instructional use within the instructional setting. Students may possess EDTR on AISD property and at school sponsored activities; however, it is the students’ responsibility to ensure that the EDTR is turned off and is out of sight during all testing times and during the official instructional period unless the appropriate permission has been granted. The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. The use of EDTR 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 may result in the EDTR being confiscated from the student and turned in to the main office. See Board Policy FNCE (Local). Confiscated items can be retrieved by parents/guardians by presenting a current photo identification and paying a $15.00 cash administrative fee each time a device is confiscated.

- Global Warning in Student/Parent Handbook, visual reminders, Alief Communicator and AISD Web Site (First Warning)
- Violation of the EDTR policy will result in parental notification, confiscation and storage in a central location.
- Pay $15.00 cash administrative fee to reclaim the device on Tuesday, Thursday or by appointment only.
- Confiscated telecommunications devices that are not retrieved by the student’s parent will be disposed of at the end of the current school year.

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 EDTR.

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

M. Possession or Use of Tobacco/E-cigarettes/Vapor Products:
Students are prohibited from possessing or using tobacco products or paraphernalia (including, but not limited to, cigarettes, e-cigarettes, vapor products, cigars, pipes, snuff, or chewing tobacco) on school premises or at school-related functions.

N. Public Display of Affection:
Students are prohibited from public display of affection while on school property or at school-related functions.

O. 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 p12).

P. 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 or designee, 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 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.

Q. Transportation: (School Buses or Other District Vehicles)
Students are subject to the Student Code of 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/guardian 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 ride their assigned bus and must 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 at the bus stop. If the bus driver is addressed in a disrespectful or inappropriate manner, the ensuing administrative action will parallel to which would result from a teacher being subjected to similar behavior.

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 Section 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. While bus privileges have been removed, Parents/Guardians are responsible for providing transportation.

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 given so that a student may 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.

Special Transportation Guidelines

Parents/Guardians must:

1) Complete the Special Needs Transportation Information Sheet.

2) Make sure that all contact addresses and phone numbers are valid.

3) Ensure a responsible person is home when your child is picked up in the morning and brought home in the afternoon. (Drivers assume responsibility at the door of the bus in the morning and will not release the child until they see the responsible person after school.)

4) Have your child ready to board the bus within five minutes of scheduled time each morning.

5) Be on time for the pick-up and delivery. The driver is not required to wait for a student for more than two (2) minutes. This procedure must be adhered to because of the number of students to be transported in a fixed period of time. If the driver arrives earlier than the designated time of pick-up, he/she must wait.

6) Notify the Transportation Dept. (281) 983-8490 as early as possible when your child will not be attending school.

7) Communicate in writing any medical information, medication or student health status changes which would affect your child's transportation.

R. Weapons (definition in glossary):

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 illegal drugs
• 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
• Engaging in bullying, cyberbullying, harassment, or sexting

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 the 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 consideration will be given whether the decision concerns a discretionary or mandatory consequence.

STUDENT/PARENT DISCIPLINE APPEAL PROCEDURES

The purpose of this procedure is to secure at the lowest 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 appeal process all disciplinary consequences are in effect.

During the course of the year, there may be times when parents have questions, concerns, or disagreements regarding a disciplinary situation, action, or decision from the school or school personnel. Individuals involved in the complaint or concern at the school want the opportunity to resolve these issues first. Therefore, it is important for students and parents to discuss their disciplinary concerns with the appropriate staff or campus administrator who has the authority to address the concerns. However, if this is not successful, please follow the formal disciplinary appeal levels listed below. If the appeal is regarding a DAEP placement, during the time that an appeal is pending the student shall be denied the privileges of the home campus and placed at the DAEP.

Level I

A student or parent may initiate this formal process by timely filing a written complaint form and following the process outlined in Board Policy FNG (LOCAL). The complaint form must be filed in writing on a form (Exhibit A/FNG) provided by the District, within 15 school district business days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision of action giving rise to the complaint. In most circumstances, students and parents shall file Level I complaints with the campus principal. The principal will schedule and hold a conference with the student or parent within ten (10) school days of the request. The principal shall provide the student or parent a written response within ten (10) school days following the conference.

Level II

If the student or parent did not receive the relief requested at Level I or if the time for a response has expired, the student or parent may request a conference with Student Services to appeal the Level I decision. This appeal notice must be filed in writing on form (Exhibit C/FNG) within ten (10) school days of the date of the written Level I response or, if no response was received, within ten (10) school days of the Level I response deadline. Student Services will hold a conference within ten (10) school days after the notice if filed. Student Services will have ten (10) school days following the conference to provide the parent or student a written response.

If this is a discipline complaint or an appeal of placement in a DAEP, the appeal to Student Services is the final step in the student complaint procedure.

Level III

Expulsions Only (Board Policy FOD)

The District Title IX Coordinator: ADA Coordinator:

Position: Director of Student Services Special Services Coordinator
Address: 14051 Bellaire Blvd. 4250 Cook Rd.
Houston, Texas 77083 Houston, Texas 77072
Telephone: (281) 498-8110 (281) 498-8110

A complaint may also be filed separately with the Office of Civil Rights.
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 disciplinary actions may be used from the list below for student misbehaviors.* 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 MANAGEMENT ALTERNATIVES

<table>
<thead>
<tr>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
<th>Level V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying/Cyber Bullying+</td>
<td>Bullying/Cyber Bullying +</td>
<td>Assault</td>
<td>Alcohol</td>
<td>Aggravated assault</td>
</tr>
<tr>
<td>Being in the wrong or restricted area</td>
<td>Chemical Substance Violation</td>
<td>Bullying /Cyber Bullying +</td>
<td>Assault causing bodily injury</td>
<td>Aggravated kidnapping</td>
</tr>
<tr>
<td>Campus/class rules violation</td>
<td>Disobedient/disorderly</td>
<td>Chemical Substance Violation</td>
<td>Assault against district employer/volunteer*</td>
<td>Aggravated robbery</td>
</tr>
<tr>
<td>Cheating</td>
<td>Disturb/taunting</td>
<td>Disruptive area disruption</td>
<td>Burglary of an Alief ISD facility</td>
<td>Aggravated sexual assault</td>
</tr>
<tr>
<td>Chemical Substance Violation</td>
<td>False Alarm/False Reporting</td>
<td>Computer use violation</td>
<td>Alcohol (felony)</td>
<td>Alcohol (felony)</td>
</tr>
<tr>
<td>Cutting in line</td>
<td>Fire Alarm Violation</td>
<td>Criminal mischief</td>
<td>Arson</td>
<td>Asar</td>
</tr>
<tr>
<td>EDTR Violation/ Possession of electronic devices (CD players, iPods, etc.)</td>
<td>Gambling</td>
<td>Criminal trespassing</td>
<td>Aggravated assault against a public servant</td>
<td>Trespass</td>
</tr>
<tr>
<td>Failure to follow administrative directions</td>
<td>Harassment</td>
<td>Distribution of improper photography or electronic visual media</td>
<td>Bomb threat</td>
<td>Trespass</td>
</tr>
<tr>
<td>Food or drink in restricted area</td>
<td>Hazing/Initiation</td>
<td>Extortion</td>
<td>Capital murder</td>
<td>False statement/report</td>
</tr>
<tr>
<td>Hall disruption (running, shouting, horseplay)</td>
<td>Inappropriate touching</td>
<td>False alarm/report*</td>
<td>Club</td>
<td>False visual media</td>
</tr>
<tr>
<td>Harassment</td>
<td>Insolence/dislodgment</td>
<td>Felony committed on school property</td>
<td>Concealed weapon</td>
<td>Illegal knife</td>
</tr>
<tr>
<td>ID badge violation</td>
<td>Interruption</td>
<td>Indecent exposure</td>
<td>Criminal attempt to commit murder or capital murder</td>
<td>Indecency with a child</td>
</tr>
<tr>
<td>Lack of class preparation</td>
<td>Laser pointer, possession</td>
<td>Inadvertent abuse</td>
<td>Criminally negligent homicide</td>
<td>Manslaughter</td>
</tr>
<tr>
<td>Mode of dress violation</td>
<td>Leaving class/campus without permission</td>
<td>Persistent Distribution of improper photography or electronic visual media</td>
<td>Drugs (felony)</td>
<td>Murder</td>
</tr>
<tr>
<td>Noise that hinders instruction</td>
<td>Parts of day attendance violation</td>
<td>Persistent level III misbehavior</td>
<td>Persistent Distribution of improper photography against district employee or volunteer*</td>
<td>Prohibited weapon</td>
</tr>
<tr>
<td>Public display of affection</td>
<td>Persistent level I misbehavior</td>
<td>Persistent misbehavior while in a Discipline Alternative Education Placement (DAEP)</td>
<td>Public Lewdness</td>
<td>Retaliation against district employee or volunteer</td>
</tr>
<tr>
<td>Sleeping in class</td>
<td>Physical aggression towards students</td>
<td>Physical/Verbal aggression</td>
<td>Verbal abuse</td>
<td>Sexual assault</td>
</tr>
<tr>
<td>Skipping 1 class</td>
<td>Plagiarism</td>
<td>Possession of non-illegal knife</td>
<td>Verbal harassment</td>
<td>Violate chemical abuse (felonies)</td>
</tr>
<tr>
<td>Talking in class</td>
<td>Possession of pornography</td>
<td>Possession of simulated controlled substance</td>
<td>Shocking devices</td>
<td>(felonies)</td>
</tr>
<tr>
<td>Tardies</td>
<td>Profane / abusive language</td>
<td>Possession of tobacco products/e-cigarettes/vapor products</td>
<td>Stalking</td>
<td>(felonies)</td>
</tr>
<tr>
<td>Threat to Student/Staff/School</td>
<td>Publication policy violation</td>
<td>Profane /abusive language</td>
<td>Stealing</td>
<td>(felonies)</td>
</tr>
<tr>
<td>Transportation Violation</td>
<td>Safety violation</td>
<td>Sexual harassment</td>
<td>Sexting</td>
<td>Violation of clinic medicine policy</td>
</tr>
<tr>
<td>Toys</td>
<td>Selling/distributing non-school related materials</td>
<td>Shocking devices</td>
<td>Sexting II</td>
<td>Weapon replica</td>
</tr>
</tbody>
</table>

**Required minimum:**
- Administrative fee
- Confiscation
- Reprimand
- Student conference
- Teacher conference
- Counselor referral

**Optional:**
- Detention (90 day max)
- Detention Time out
- Discipline referral
- Loss of privileges
- Parent contact
- Restorative Circle/Discipline
- Short term class removal

**Level I**
- Detention
- Discipline referral
- Parent contact
- Student conference
- Counselor referral

**Level II**
- Disciplinary reassignment
- Loss of privileges
- Removal from extra-curricular activities
- Restitution (when appropriate)
- Restorative Circle/Discipline
- SAC/suspension

**Level III**
- ALC/Crossroads
- Parent contact/conference
- Police referral
- SAC or suspension
- Student conference

**Level IV**
- ALC/Crossroads
- Parent contact/conference
- Police referral
- SAC or suspension
- Student conference

**Level V**
- ALC/Crossroads
- UJAEP
- Expulsion
- Parent contact/conference
- Police referral
- Student conference

*denotes expellable violations under the Student Code of Conduct. Discipline levels are not limited to only those behaviors listed in the chart above.

Based on Chapter 37.007 of the Texas Education Code
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 terrorist 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
   • Criminal 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 and/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, or
   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. Aggravated kidnapping
   E. Sexual assault or aggravated sexual assault
   F. Arson
   G. Murder, capital murder, attempted murder or capital murder, manslaughter, or criminally negligent homicide
   H. Indecency with a child
   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 Student Code of Conduct.
   B. all reasonable alternatives will be considered before suspending a student, including appropriate discipline management techniques. 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.

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 if the offense committed by the student is expellable. The AP should always reference Chapter 37 of the Texas Education Code, Alief ISD Board Policies FNCF, FNCH, FOD and Alief ISD Student Code of 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/guardians' 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 Student Services no later than the third 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 Student Code of 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 the parent is not satisfied, they may request a hearing at the district level. The appeal must be submitted by the parent in writing and addressed to the Director of Student 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 Director of Student 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/guardians 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 a 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 by audio recording 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/guardians 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:

Abusive Language: Communicating insults that are degrading, disrespectful or insolent.

Aggravated Sexual Assault: Sexual assault with serious bodily injury as defined by Texas Penal Code 22.021.

Alief Learning Center: A program designed to meet the needs of students experiencing behavioral difficulty on their home campus. The campus is a highly structured environment offering a wide variety of programs.

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.

ARD: An Admission, Review, and Dismissal Committee made up of parent/guardian, teachers, in order to determine the most appropriate educational decisions for students with disabilities.

Assault: Intentionally, knowingly, or recklessly causing bodily harm to another in violation of Texas Penal Code 22.01.

Aggravated Assault: An offense 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.

Bully/Cyber Bullying: Engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school sponsored or school related activity or in a vehicle operated by the district and that:
- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property
- Is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. This conduct is considered bullying if it:
  o Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct
  o Interferes with a student’s education or substantially disrupts the operation of a school.

Burglary: The act of breaking into a school building or other school property with the intent to steal.

Chemical Substance Violation: Displays symptoms of being under the influence of an unknown controlled substance including but not limited to odor, abnormal vital signs, and/or impaired motor skills.

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.

Classroom Learning Center (CLC): Campus-based alternative learning center for secondary students exhibiting persistent Level I and Level II misbehaviors.

Clique: A group, typically teens, who exclude all who do not fit into their stereotypical image of “perfection”; usually hate “opposing” cliques without reason; tend to label people and may not have regard for others as individuals.

Controlled Substance: A substance, including a drug and immediate precursor, as defined by Health and Safety Code 481.002.

Counterfeiting and Piracy: To make a copy of, usually with the intent to defraud or deceive; includes but is not limited to money regardless of quality, electronic media, computer software, school documents, or signatures of school officials or parent/guardian.

Criminal Mischief: Intentionally or knowingly damaging, destroying, or tampering with the tangible property of the owner in violation of Texas Penal Code 28.03.

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.

DAEP: Disciplinary Alternative Educational Program is provided by the school district as a disciplinary alternative setting other than a student’s regular classroom. The Campus Learning Center (CLC), Alief Learning Center (ALC) and Crossroads are the Alief ISD Disciplinary Alternative Educational Programs.

Dangerous Object or Material: Any item/action that has the potential or results in harm to self or others.

Dangerous Drug: A device or drug that is unsafe for self-medication as defined by Health and Safety Code 483.001.

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.

Detention: To hold or to detain students before, during, or after school as a consequence for disciplinary infractions.

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.

Disrespect: Lack of respect; discourtesy; or rudeness.
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.

Drug Paraphernalia: Articles used in or associated with drug activity.

E-cigarette: means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device.

EDTR (Electronic Devices and Technology Resources): 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, tablets, MP3 players, I-Pods, “smart watches” etc.

Electronic Inhalants: Electronic cigarettes, vapors, hookahs, etc.

Eligible Students: A student that is eligible for admissions to a Texas public school.

Expulsion: Removal of a student from school and from school activities in accordance with provisions of Section 37.007 of the Texas Education Code.

Extortion: Obtaining money, items, or information from another by coercion or intimidation.

False Alarm/Report: Knowingly initiating, communicating, or circulating a report of a bombing, fire, or other emergency that he/she knows is false and causes emergency personnel to act, places persons in fear of imminent harm, or interrupts the occupation/operations of the building.

False Accusation/False Report: Making untrue, unfounded false reports about a district employee.

Fighting: A physical encounter between students to settle differences.

Firearm: Any weapon from which a shot is discharged by an explosive.

Forgery: Writing so made or altered, as a false document or signature.

Gambling: Engaging in conduct which involves the wagering of money or other stakes, such as card games, betting of any type, or games of chance.

Gang: A company of persons acting together for the same purpose. (See gang-related behavior)

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.

Graffiti: 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.

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.

Hazing/Initiation: Intentional, knowing or restless act occurring on or off campus directed against another that endangers the mental, physical health, or safety for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members include other students.

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. Cyber hit lists are included.

Hitting: Striking another individual, including horseplay or slapping, with the intent to do harm or in self defense.


Identification Badges: A device worn by an individual that establishes his/her identity.

Inappropriate Display of Anatomy: Unacceptable display of one’s body in a place where such a display is likely offensive to the accepted standards of dignity, including but not limited to the partial or total display of one’s genitals, backside, underwear, or one’s chest.

Inappropriate Intentional Touching: Unacceptable contact with another person’s body.

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.

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.

Indecency with a Child: Lewd, offensive exposure to a child younger than 17 years in violation of Texas Penal Code 21.11.
Individual Educational Plan: An Individual Education Plan (IEP) developed by an Admission, Review, and Dismissal Committee or an Instructional Plan developed by the Section 504 Committee.

Instructional Day: The time a student steps on school property, including a school bus, until the student leaves school property.

Insubordination: Conduct which is challenging or is disobedient to school employees.

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.

Juvenile Justice Alternative Education Programs (JJAEP): Alternative education program administered by the Juvenile Justice Board of Harris County for students ages 10-20.

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 (LEGAL). **An illegal knife is one which the blade alone is more than 5 ½ inches long.**

Laser Pointer: A device that emits an intense, direct light beam by exciting atoms and causing them to radiate their energy in phase.

May: To be able to; liberty; opportunity; possibility.

Medicines: Any substance used in treating diseases, illness, or ailments including, but not limited to, homeopathic, herbal, prescription, or non prescription agents.

Must: Obliged; required; compelled.

Parent/Guardian: Includes single parent, legal guardian, or person in lawful control.

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. High school students will attend Crossroads and middle school students will attend ALC.

Physical Aggression: Hostile behavior which may include but is not limited to hitting, biting, scratching, shoving, spitting, pinching, poking, or sticking.

Physical/Verbal Threat: Threatening others by verbal, physical or written means.

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 without parent consent.

Pornography: Media or photographs showing erotic or sexual behavior in a way designed to cause sexual arousal.

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.

Profane Language: Verbal or written comments of an obscene, indecent, immoral, or offensive nature including but not limited to racial slurs or derogatory comments toward another.

Public Display of Affection (PDA): Any physical contact or gesture, which is romantic in nature, taking place at a school or a school-sponsored activity. PDA gestures include, but not limited to inappropriate touching, kissing, or prolonged romantic hugging.


Reasonable Suspicion: A lesser standard than Probable Cause used by school administration when it is suspected that the student is engaging in prohibited activity.

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.

Regular School Hours: Include the time after a student leaves home until the student returns home.

Restitution: Act of restoring anything to the rightful owner; act of giving an equivalent for loss, damage, etc.

Restorative Circle: A community process for supporting those in conflict. It brings together the three parties to a conflict – those who have acted, those directly impacted and the wider community. The focus is on the harm that has been done to people and relationships.

Restorative Discipline: A tool used to process an incident of wrongdoing or conflict using questions that focus on the incident and allows the student to think about how his/her actions affected others. It encourages empathy, accountability, expression of feelings and thoughts, and problem solving.

Retaliation: Intentionally or knowingly harming or threatening to harm another student or school district employee because the individual has reported a violation of the Student Code of Conduct or is a witness to such a violation in violation of Texas Penal Code 36.06.

Robbery: The taking of personal property in the possession of another against his/her will, accomplished by means of force or fear.
Safety Violation: Any action that has the potential or results in the harm to self or others.

School Disruption: Any act that may cause an interruption or distraction at school, on school property, or while attending school-related activities.

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.

School-Sponsored Activity: Any function sanctioned by an individual campus or the school district.

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.

Self-Defense: The use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself/herself against another’s use of unlawful force.

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.

 Sexting: Sending explicit sexual messages to others by words or pictures, via cell phone, Instant Messaging or any electronic means.

Sexual Harassment: Engaging in offensive verbal, written, or physical conduct of a sexual nature directed toward another individual.

Shall: Obligated; commanded.

Shocking Device: Any object or device that delivers an electric current with the intent to cause pain or discomfort.

Simulated Controlled Substance: Any material that has the likeness of and is represented as a controlled substance.

Special Assignment Class (SAC): An area in which students are assigned by campus administration and are separated/isolated from the general student population.

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.

Stalking: Following or shadowing an individual without his/her permission and causing concern for the person's safety. Stalking may include electronic surveillance and/or other electronic communication.

Stealing/Theft: To take or be in possession of items belonging to another person without his/her permission.

Suspension: Deprivation of educational services for disciplinary reasons for a period not to exceed three (3) school days in length.

Threat: Making a written or verbal outburst, intentionally or unintentionally to cause fear or concern of physical harm to self, property or others.

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.

Time Out/Special Assignment Class: An on-campus setting where students who commit disciplinary infractions continue to receive instruction to the extent possible in each course.

Tobacco Products or Paraphernalia: Including, but not limited to, cigarettes, cigars, snuff, chewing tobacco, lighters, and matches.

Trespassing: Being on any property for unauthorized purposes including but not limited to suspensions and DEAP placements.

Truancy: Unexcused absences from school or class subject to disciplinary or legal consequences.

Vandalism: The willful or malicious damage of school property or the property of others.

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 Tasers 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).

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Alexander Elementary School</td>
<td>8500 Brookwulf, 77099</td>
<td>281-983-8300</td>
</tr>
<tr>
<td>Best Elementary School</td>
<td>10000 Centre Pkwy, 77036</td>
<td>713-988-6445</td>
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<tr>
<td>Boone Elementary School</td>
<td>11400 Bissonnet, 77099</td>
<td>281-983-8308</td>
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<tr>
<td>Bush Elementary School</td>
<td>9730 Stroud, 77036</td>
<td>713-272-3220</td>
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<tr>
<td>Chambers Elementary School</td>
<td>10700 Carvel, 77072</td>
<td>281-983-8313</td>
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<td>Chancellor Elementary School</td>
<td>4350 Boone Rd, 77072</td>
<td>281-983-8318</td>
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<td>Collins Elementary School</td>
<td>9820 Town Park Dr., 77036</td>
<td>713-272-3250</td>
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<td>Cummings Elementary School</td>
<td>10455 S. Kirkwood, 77099</td>
<td>281-983-8328</td>
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<tr>
<td>Hearne Elementary School</td>
<td>13939 Rio Bonito, 77083</td>
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<td>Heflin Elementary School</td>
<td>3303 Synott, 77082</td>
<td>281-531-1144</td>
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<td>Hicks Elementary School</td>
<td>8520 Hemlock Hill Dr., 77083</td>
<td>281-983-8040</td>
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<td>Holquist Elementary School</td>
<td>15040 Westpark Dr., 77082</td>
<td>281-988-3024</td>
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<td>Horn Elementary School</td>
<td>10734 Bissonnet, 77099</td>
<td>281-988-3223</td>
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<td>Kennedy Elementary School</td>
<td>10200 Huntington Place, 77099</td>
<td>281-983-8338</td>
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<td>Landis Elementary School</td>
<td>10255 Spice Lane, 77072</td>
<td>281-983-8343</td>
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<td>Liestman Elementary School</td>
<td>7610 Synott, 77083</td>
<td>281-983-8348</td>
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<td>Mahanay Elementary School</td>
<td>13215 High Star, 77083</td>
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<td>Martin Elementary School</td>
<td>11178 Hendon, 77072</td>
<td>281-983-8363</td>
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<td>Petrosky Elementary School</td>
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<td>Rees Elementary School</td>
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<td>Youens Elementary School</td>
<td>12141 High Star, 77072</td>
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## MIDDLE SCHOOLS

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<tr>
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<tbody>
<tr>
<td>Albright Middle School</td>
<td>6315 Winklemake, 77083</td>
<td>281-983-8411</td>
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<tr>
<td>Alief Middle School</td>
<td>4415 Cook Road, 77072</td>
<td>281-983-8422</td>
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<td>Holub Middle School</td>
<td>9515 S. Dairy Ashford, 77099</td>
<td>281-983-8433</td>
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<td>Killough Middle School</td>
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<td>281-983-8444</td>
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<td>O’Donnell Middle School</td>
<td>14041 Alief Clodine, 77082</td>
<td>281-495-6000</td>
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<tr>
<td>Olle Middle School</td>
<td>9200 Boone Rd, 77099</td>
<td>281-983-8455</td>
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## HIGH SCHOOLS AND PROGRAMS

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<tr>
<td>Alief Early College High School</td>
<td>2811 A Hayes Rd, 77082</td>
<td>281-988-3010</td>
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<tr>
<td>Elsik High School</td>
<td>12601 High Star, 77072</td>
<td>281-498-8110, ext. 3150</td>
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<tr>
<td>Elsik Ninth Grade Center</td>
<td>6767 S. Dairy Ashford, 77072</td>
<td>281-988-3029</td>
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<tr>
<td>Hastings High School</td>
<td>4410 Cook Road, 77072</td>
<td>281-498-8110, ext. 2900</td>
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<tr>
<td>Hastings Ninth Grade Center</td>
<td>6750 Cook Road, 77072</td>
<td>281-988-3019</td>
</tr>
<tr>
<td>Kerr High School</td>
<td>8150 Howell-Sugarland Rd., 77083</td>
<td>281-983-8484</td>
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<tr>
<td>Taylor High School</td>
<td>7555 Howell-Sugarland Rd., 77083</td>
<td>281-988-3500</td>
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<tr>
<td>Alief Learning Center</td>
<td>4427 Belle Park, 77072</td>
<td>281-983-8000</td>
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<tr>
<td>Crossroads/Soar/Linc</td>
<td>12360 Bear Ram Road, 77072</td>
<td>281-988-3266</td>
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<tr>
<td>Center for Advanced Careers</td>
<td>12160 Richmond Avenue, 77082</td>
<td>281-988-3550</td>
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## INTERMEDIATE SCHOOLS

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<tr>
<td>Budewig Intermediate School</td>
<td>12570 Richmond Ave., 77082</td>
<td>281-988-3200</td>
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<td>Kientzman Intermediate School</td>
<td>11100 Stancliff, 77099</td>
<td>281-983-8477</td>
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<td>9225 S. Dairy Ashford, 77099</td>
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<td>Miller Intermediate School</td>
<td>15025 Westpark, 77082</td>
<td>281-531-3430</td>
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<td>6900 Turtlerwood Dr., 77072</td>
<td>281-983-8466</td>
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<td>Youngblood Intermediate School</td>
<td>8410 Dairyview Ln., 77072</td>
<td>281-983-8020</td>
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