Alto Middle School



2018-2019
Student Handbook

244 County Road 2429
Alto, TX 75925
(936) 858-7140

SCHOOL PERSONNEL

ALTO INDEPENDENT SCHOOL DISTRICT
244 County Road 2429
Alto, Texas 75925

SCHOOL BOARD

Jeff Duplichain..... President
Jed Morris .....Vice President
Stancy Skinner ..... Secretary
Lionel Whitaker .....Member
Lee Pearman.....Member
Randy Low.....Member
Jay Jones..…..…….Member

SCHOOL PERSONNEL

Kelly West…….....…….....Superintendent
Shanequa Redd-Dorsey.....High School Principal
Brandi Tiner..... Middle School Principal
Candis Mabry..... Elementary Principal
Richard Meeks ..... Athletic Director
Timothy Ektefaei ..... Band Director
Paula Low..... District of Assessment & Special Programs
Misty Townsend…….……Director or Curriculum & Instruction
Debbie Grimes……..…….Technology Director
Rachel Campa.…. .....Instructional Materials and Textbooks
Kelly Robertson ……Business Manager
Allison Threadgill…….Secretary to the Superintendent
Allison Threadgill ..... Accounts Payable
Kim Bradshaw ..... Maintenance Director
Courtney Stephenson ….……..Transportation Director
Erika Gowin…….……..Food Services Director
Dimitri Starovic…….High School Counselor
Krystin Lucas…..……...Middle School & Elementary Counselor
Allison Threadgill……...PEIMS Coordinator
Angela Pippin.....Secretary to the High School Principal
Gayla Morgan Matthews..... Secretary to the Middle School Principal
Kimberly Griffith ……..……Secretary to the Elementary Principal
Kim Holmes.....School Nurse

SCHOOL TELEPHONE NUMBERS

Central Administration Office ..... 858 – 7101
High School…….858 – 7110
Middle School..... 858 – 7140
Elementary School..... 858 – 7170
Field House ..... 858 – 7114
Band Hall ..... 858 – 7117

ALTO ISD MISSION STATEMENT

"Quality at all levels, equity in all endeavors."

It shall be the mission of the Alto Independent School District to educate all its students to the fullest capacity possible of each student. This shall include the opportunity to develop, within a comprehensive curriculum, the ability to think logically, independently and creatively and to communicate effectively. Quality at all levels, equities in all endeavors, and accountability for all responsibilities shall be the characteristics of this district. The Alto Independent School District, therefore, shall use every reasonable resource to provide a living education for culturally diverse students in order that, upon graduation, those students are qualified to meet the developments and uncertainties of the future.

ALTO MIDDLE SCHOOL CAMPUS VISION

"Each person is special and everyone can learn."

ALTO MIDDLE SCHOOL MISSION STATEMENT

Alto Middle School is committed to excellence. Our mission is to establish goals and help students to gain confidence that they can perform the learning task regardless of their cultural or economic backgrounds. Our staff expects all students to attain mastery of basic skills. We are committed to provide an atmosphere that is disciplined, yet positive and friendly. We will be considerate of and aware of the fact that our students are in a time of adjustment and change in their lives during their middle school years. Our district will ensure that Alto Middle School has a pleasant, clean, and safe environment. We will help students to find that learning is rewarding and that it is a lifelong process.

ALTO SCHOOL COLORS

Black and Gold

SCHOOL SONG

Hail to thee, dear Alto High School
We have loved you so,
And we'll fight to keep our honor
As through life we go.

Yes, we'll always be together,
Heart if not in soul,
Hail to thee, dear Alto High School
Till we reach our goal.

FIGHT SONG

Here's to all our Jackets,
Honest, brave and true.

Here's to our ball team,
And how we love you,
We do, we do, we do.

So here's to all our Jackets,
May they always be
Shouting the battle cry of "Victory!"

J-A-C-K-E-T-S
Jackets! Jackets! Yes! Yes! Yes!

PREFACE

To Students and Parents:

Welcome to school year 2018-2019! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and faculty. This Student Handbook is designed to help us accomplish this goal.

The Alto Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Alto ISD ***Student Code of Conduct***, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

The student handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

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

After reading through the entire handbook with your child, use it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Please complete and return the acknowledgment form in your child's registration packet, so that we have a record of your choices listed there.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the administrative office.

Notice of Corrections - Every effort has been made to avoid errors in this handbook; however, any suggestions for improvement, including misspelling, grammatical errors, typographical errors, rephrasing, additions or deletions should be submitted in writing to the middle school office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, and policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Board of Trustees Acknowledgement

The rules and regulations of the Student Handbook have been reviewed by the Alto Independent School District Board of Trustees.

Date approved by Board: July 2018

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

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 Alto ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 31, 2018.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Alto Middle School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

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

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

Title I District Coordinator: Kelly West

Title IX Coordinator, for concerns regarding sex discrimination: Dimitri Starovic

Section 504 Coordinator, for concerns regarding disability discrimination: Misty Townsend

Liaison for Homeless Children and Youths: Paula Low

Foster Care Liaison: Paula Low

Parent Involvement Coordinator: Misty Townsend

Migrant Contact: Paula Low

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 936-858-7140 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Becoming a school volunteer. For further information, see policy GKG and contact the school office.

Participating in campus parent organizations.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.

Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,

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

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

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

Removing a Student Temporarily from the Classroom

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

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent or designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to a neighboring district. See the superintendent or designee for information.

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus,

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including 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 and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:
If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days,

the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.
Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process.*

Contact Person for Special Education Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Krystin Lucas

Phone Number: 936-858-7170

Section 504 Referrals:
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Misty Townsend

Phone Number: 936-858-7110

Additional Information:
The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Kelly West and may be contacted at 858-7101.

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

- Various governmental agencies.

- Individuals granted access in response to a subpoena or court order.

- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 244 County Road 2429. The address of the principal's office is: 240 County Road 2429

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. The objection should be turned in by August 31, 2018.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: participation in class activities, sports activities, and field trips.

For these specific school-sponsored purposes, the district would like to use your child's name, address, phone number, parent's name, e-mail. This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed.

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue.

Due to scheduling, all parents calling the school to leave a message for their child, should call before 2:00 p.m. to insure delivery of message. Please make these calls minimally, as delivery of such disturbs instruction.

Should you be unable to find the information on a particular topic, please contact Brandi Tiner at 858-7140.

ACCEPTABLE USE POLICY

The Acceptable Use Policy for Electronic Communication and Data Management (Internet/Computer use) provides guidelines and specific rules for system access, individual user responsibilities, on-line conduct, information content/third party-supplied information, network etiquette, termination/revocation of system use, student/parent agreement form, and other information. Specific information concerning the district's acceptable use policy will be found at the back of this handbook along with the signature sheet that must be signed and returned to your child's teacher.

ACCIDENT PREVENTION

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

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

ADMISSION

A student seeking enrollment in the district for the first time or following attendance in another Texas district, out-of-state attendance, private school attendance, or admission through a bona-fide foreign exchange program should contact the principal. All students must complete the following items:

- ***a registration packet.**
- ***Provide a Health Record, Social Security Card, Birth Certificate, and academic records or transcript.**
- ***Provide proof of legal guardianship or person with lawful control over the student.**
- ***Provide a copy of legal guardian's driver's license and proof of residence within the district.**
- ***Test for placement if a student is coming from a home school, an unaccredited school, or foreign country.**

ALTERNATIVE EDUCATION PLACEMENT (AEP)

Alternative Education Placement is a disciplinary setting used for students who have either been a persistent misbehavior problem or have been involved with serious misconduct. Parents will be notified should such placement become necessary.

Students are not to be on any other school property and are not allowed to participate in or attend any school related function on or off Alto I.S.D. campuses while enrolled in AEP, in accordance with Texas Education Code 37.006 (G).If assigned to AEP, campus and/or extracurricular privileges will not be reinstated until 7:45 the following school day from the last day served. Students attending or going onto campuses risk the possibility of further disciplinary actions and law enforcement involvement.

ASBESTOS

The management plan is available to interested parties at the district's administrative offices. Additionally, individual plans are available for review at each school campus.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student: ***Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or Is absent on three or more days or parts of days within a four-week period.***

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. (Fall semester – more than 8 days / Spring semester – more than 9 days / School year – more than 17 days or parts of days)

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

- The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

State law and Board policy permit certain absences, including:

An extracurricular activity or public performance, approved by the District's Board of Trustees.

Required screening, diagnosis, and treatment for Medicaid-eligible students.

Observance of religious holy days, including travel for that purpose.

A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.

A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.

A juvenile court proceeding documented by welfare authorities.

An absence required by state or local policy.

A family emergency or unforeseen or unavoidable instance requiring immediate attention

A student absent from school for any reason other than a school sponsored activity is forbidden from attending an extracurricular event on that day. Examples: track meets, basketball games, football games, or school dances.
A student who has been absent should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within one week from first day returning unless absence was a long one will receive a grade of zero for the assignment.

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

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. After any absence, a note must be provided within 3 (three) days upon return to school for that absence to be considered excused. A maximum of 3 parent notes per semester will be accepted by the school. After the maximum number has been exceeded, a doctor's note must be provided for future absences.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. After any absence, a note must be provided within 3 (three) days upon return to school for that absence to be considered excused.

Late arrival to school/tardiness

Any student who arrives at school after class has started must report to the office before going to class. Tardiness to class is considered a serious problem that will not be tolerated by any teacher. Tardiness creates class disruption which causes the students to lose valuable instructional time, and indicates a lack of responsibility by the student. It is the STUDENTS'S RESPONSIBILITY TO BE IN CLASS ON TIME WITH HIS/HER MATERIAL READY FOR CLASS TO BEGIN! Students are to be in the classroom and in their seats when the teacher begins instruction. School begins at 7:45 am each day. Any arrival after that time will be considered a tardy. Tardies are recorded each class period when the tardy bell rings. If an excessive number of tardies are recorded, the parent(s) will be contacted. Excessive tardies may be presented in truancy court. Detentions may be assigned for tardies to school and or class. Failure to attend or tardiness will result in further disciplinary action.

ACADEMIC PROGRAMS

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

ADVANCEMENT PLACEMENT

It is the philosophy of AISD that all students are encouraged to have high expectations.

Students entering 7th grade will have the opportunity to qualify for advanced placement in math by taking 8th grade Pre-Algebra. To qualify, a student must have a grade average of a 90 or higher on 6th grade coursework and Advanced Performance on 6th grade STAAR math.

7th graders taking 8th grade Pre-Algebra must pass 8th grade math STAAR for promotion to Algebra I.

Beginning in the 2011-2012 school year, any student taking a course for high school credit will need to pass an end-of-course exam (EOC) for credit to be awarded. Ex. 8th graders taking Algebra I for high school credit.

Any graduating 8th grade student wishing to attempt the Honors coursework at the high school level is allowed to do so, as long as the student has met the minimum passing standard on the STAAR test. The purpose of the Honors course is ultimately to prepare the student for college.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. Parents or students can complete the Incident Reporting Form located on the VISD web site, www.visd.net and available in each school office.

The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The parent of a student who has been determined by the District to have been a **victim** of bullying may request that his or her child be transferred to another classroom.

The Board of Trustees, at the recommendation of the administration, in response to an identified case of bullying, may decide to transfer a **student found to have engaged in** bullying to another classroom at the campus.

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all eligible students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct.

School Bus Code

Students riding the buses will observe the following rules:

1. The Bus Driver is in charge and will be obeyed.

2. Follow the driver's directions at all times.
3. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
4. Keep feet, books, band instrument cases, and other objects out of the aisle.
5. Students shall not write upon, disfigure, or destroy any part of the inside or outside of the bus. Pupils are to take care of the bus; if not, damage will be charged to the offender and bus privileges will be withdrawn.
6. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
7. Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Students are expected to cooperate with bus driver requests, and respond courteously to redirection. Bus drivers will attempt to notify parents when a student first becomes disorderly or disruptive on the bus in order to gain parental assistance with student redirection. Continued offenses will be referred to the principal's office.

Consequences for Not Following Bus Rules

Minor offenses handled by driver will result in a change in seat assignment. Offenses turned into the principal's office will be handled according to the handbook discipline chart located at the back of this book.

***Offenses turned into the principal's office will be handled according to the severity of the infraction, and may result in immediate loss of transportation services.

CAFETERIA SERVICES AND RULES

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-priced lunches are available based in financial need. Information about a student's participation is confidential. Cafeteria prices are as follows:

Breakfast		**Lunch**	
Pre-K – 4	2.00	Pre-K - 4	2.25
5 – 8	2.00	5 - 8	2.50
9-12	2.00	9 – 12	2.50
Adults	2.25	Adults	3.50

The price for extra milk is .40 for white or chocolate.
Extra items purchased must be paid for in cash at the time of purchase if no money is in the student's account.

Students wishing to have a drink substituted for milk must have a doctor's note requesting such.

All students will be served white milk at breakfast per new guidelines.

Please be aware that your economic status may assist you in qualifying for free or reduced meals.
Those students who qualify for free breakfast or lunch will owe nothing. Those students who qualify for reduced breakfast or lunches will pay .30 cents for breakfast and .40 cents for lunch.

Parents may log on to the school website under the Parent Portal to deposit money into their child's lunch account utilizing the My School Bucks link. Parents can use their debit or credit cards for added convenience.

*Please remember only $5.00 worth of cafeteria charges will be allowed for reduced lunches and $10.00 worth of charges for full priced**. Charge account balances will be tallied by the 10th of each month and mailed home. Accounts MUST be paid in full by the 20th of each month**. Any child with an unpaid account will receive an alternative sack lunch consisting of a sandwich, fruit, and milk. Parents have the option to prepay on their child's account. Any questions regarding your child's account may be forwarded to **AISD Food Service Director, Erika Gowin at 936-858-7126.**

CELL PHONES, IPODS, MP3 PLAYERS, RADIOS, CD PLAYERS, OTHER ELECTRONIC DEVICES, AND GAMES

From 7:15 a.m. to 3:20 p.m., students are not allowed to use cell phones, cell phone watches, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school (including fidget spinners), unless prior permission has been obtained from the principal. Upon arrival on campus, students must put away all electronics and electronic gear (headphones / earbuds). If visible, a campus administrator or teacher will pick-up and turn into the office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. Repeat offenses will be charged a $15 pick-up fee.

Cell phones going off in class are a disruption. The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited.

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices. On the first offense, any confiscated device may be picked up by the parent in the office. On the second offense, the device may be picked up by a parent after a $15 fee has been paid. Any future confiscation will result in the parent paying the $15 each time until the end of the school year.

CHAIN OF COMMAND

Teachers – report to the Principal and handle planning, organizing, and delivering instruction to students on a daily basis. They are responsible for writing lesson plans, classroom discipline management and for keeping individual records of student progress.

Counselor – reports to the Principal and aids students in solving their problems and in making adjustments to various situations they meet. They are also responsible for administration and interpretation of tests, teaching a wellness program, instructing in career choices, and staff morale.

Athletic Director – reports to the Superintendent and handles athletic scheduling, organizing teams and coaches, and conducting all athletics in Alto ISD.

Principal – reports to the Superintendent and handles matters pertaining to instruction, teaching materials, schedule planning and construction, program design, curriculum, personnel, student discipline, textbooks, and extra-curricular activities.

Superintendent – retains the responsibility and authority for all aspects of the Alto ISD programs.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state.
In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee.
If your check is returned for non-payment on more than two occasions, checks will no longer be an acceptable form of payment for the remainder of the school year.

CHEATING / PLAGARISM

Copying another person's work, such as homework, class work, or a test, is a form of cheating. The use of electronic devices, such as cell phones, in the classroom and in testing situations may cause suspicion of

cheating. Plagiarism, which is the use of another person's original ideas or writing as one's own without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary consequences as well, according to the Student Code of Conduct.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

It is important for parents to be aware of warning signs that could indicate a child may have been or is being sexually abused or subjected to other maltreatment. 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 stomach aches 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 manage 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/

Reports of abuse or neglect may be made to:
Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the Web at http://www.txabusehotline.org).

CHILD CUSTODY

There is a growing concern when a parent with questionable custody attempts to pick up a student at school. Parents are urged to bring a copy of the legal document pertaining to the rightful parent having custody. School officials have no recourse but to release a child to either parent when no copy of the proper document is on file.

CHILD FIND

As part of the on-going identification and referral process, the District will make reasonable efforts to identify and locate every qualified disabled student residing within the District who is not receiving a public education. The District shall inform the parents or guardians of these potentially eligible students (who may be attending private or homeschools) of the District's duties under §504. As part of the Child Find effort the District shall annually publish the Child Find Notice in local newspapers, student handbooks, and/or place the Notice in locations likely to be seen

by parents of eligible students (such as supermarkets, pediatrician's offices, etc.) Additionally, every teacher within the District should have information regarding the District's overall early intervention process, understand how to initiate a §504 Referral and know how to identify students who should be referred.

COMPLAINTS AND CONCERNS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher and or principal.

For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. In general, you or your child should first discuss the complaint with the campus principal. If unresolved, a written grievance process should be initiated.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the complaints. Additional information can also be found in the Designated Board policy, available in the principal's and Superintendent's offices.

Specialized complaint procedures exist regarding:

*Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.
*Loss of credit because of excessive absences, policy FDD.
*Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.
*Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
*Expulsion of a student: policy FOD and the Student Code of Conduct.
*Discrimination on the basis of sex: policy FB.
*Harassment of a student on the basis of race, color, religion, national origin, or disability; policy FNCL and the Student Code of Conduct.
*Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct
*Instructional materials: policy EFA.
*On campus distribution of non-school materials to students: policy FMA.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff. (For additional information, see policy CQ.)

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

*Attend classes on time (The day begins at 7:50 am).
*Come prepared with homework and all needed materials.
*Do his/her own work.
*Master the Texas Essential Knowledge Skills for each subject.
*Show respect for all individuals and their property.
*Ask for help from teachers and staff when having problems.
*Dress neatly in accordance with the school dress/grooming policies.
*Help in maintaining a safe and happy atmosphere at school.

* Make no profane, insulting, or threatening remarks to others.
*Not engage in any disruptive conduct.
*Be aware of and follow all rules established by the school and/or the classroom teachers he/she has.
*Feel good about himself/herself.
*Move about in a quiet and mannerly way.
*Do not engage in any unacceptable physical contact.

Conduct Before and After School

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

CONFERENCES

A student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the parent/guardian may request, within ten calendar days of learning about the event or problem, a conference with the principal. If the principal's decision is not satisfactory, the parent/guardian may request, within ten calendar days, a conference with the Superintendent or designee. If the Superintendent or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees.

CONTAGIOUS DISEASES / CONDITIONS

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

The school nurse or the principal’s office can provide information from the Department of State Health Services regarding these diseases.

CORPORAL PUNISHMENT

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District's policy manual.

1. The student is told of the reason corporal punishment is being given.
2. Corporal punishment may be administered by the principal.
3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be done in the presence of one other District employee out of view of other students.
5. If you do not wish your child to receive corporal punishment, a letter from you must be on file in the office.
6. If corporal punishment is not allowed, the student will be sent to ISS.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as academic, social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. If you wish to meet with the counselor, you should contact Krystin Lucas at 858-7173. **Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. For more information, refer to policy FFE.

DISRUPTIONS

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

***Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.**

***Interferes with an authorized activity by seizing control of all or part of a building.**

***Uses force, violence, or threats in an attempt to prevent participation in an authorize assembly.**

***Uses force, violence, or threats to cause disruption during an assembly.**

***Interferes with the movement of people at an exit or an entrance to District property.**

***Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.**

***Disrupts classes while on District property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct**

***Interferes with the transportation of students in District vehicles.**

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, yearbooks, etc.
All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.
Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

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ALTO INDEPENDENT SCHOOL DISTRICT

2018-2019 DRESS/HAIR/GROOMING CODE FOR ALL STUDENTS

*****STUDENTS ARE EXPECTED TO DRESS FOR SUCCESS*****

The Alto Independent School District has adopted a standard dress code for all students, grades Pre-K through 12. This code is established to teach proper grooming and hygiene, to prevent disruption, and to minimize safety hazards. Students are to be dressed and groomed at all times in a manner that is clean, neat, and modest. Alto I.S.D. prohibits any clothing or grooming that, in an administrator's judgment, may reasonably be expected to cause disruption, call attention to him or herself, or interfere with normal school or classroom operations. If a staff member determines that a student's grooming violates codes outlined below, the student will be sent to the principal's office for correction to include: Correction; Changing; Detention; Loss of Extracurricular Event Participation and/or Attendance Privileges; I.S.S.; and/or Suspension (for repeat offenses). Parent conferences will be required for habitual offenders. Students who violate the dress code also choose to take responsibility (consequences) for their actions.

****THESE CODES APPLY TO ALL SCHOOL EVENTS – ON CAMPUS AND OFF.****

Students and parents may determine a student's personal dress and grooming standards provided that he/she complies with the following:

--Proper undergarments are to be worn at all times. At no time is any student to show an exposed midriff, cleavage, or any undergarments to include colored undergarments showing through clothing. Bras and bra straps (to include sports bras on uniforms) are to never be visible.

--Pants (jeans, slacks, or shorts) are to be properly worn, WITH NO "SAGGING" ALLOWED. Students who pose a problem with this rule will be required to "cinch" their pants at the waist with a belt. Pants with holes, rips, and/or tears will not be allowed unless leggings are worn underneath and no skin is showing. Excessive holes or tears will not be allowed. At the middle school and high school level, leggings worn as pants must have a shirt, skirt, or shorts over them that meet the 4" above the knee requirements. Overalls are allowable, so long as bib buckles remain buckled at all times. Belts must also be buckled at all times, and "excessive" belt lengths will not be allowed. Shorts may be worn to school, but may be no shorter than four inches above the knee.

--Shirts or blouses may be fashionable, but must be modest. No material which is sheer or see-through will be allowed without a 3" or wider tank top worn underneath. Burn-out t-shirts may only be worn if a full tank top is worn underneath. Undergarments should never be visible. FOR GRADES FIVE AND ABOVE, BOYS ARE TO WEAR SHIRTS TUCKED IN OR IF THE SHIRT IS WORN UNTUCKED IT CAN NOT EXTEND BELOW THE WRIST WHEN STANDING. Boys' shirts must have a least a full half-sleeve (no cut-off or muscle shirts may be worn). Jerseys are not allowed unless a full tee shirt is worn underneath. Tops with spaghetti straps, halter tops, or backless shirts are not allowed. All shirts must have at least 3" of material on the shoulder. Arm socks or "sleeves" which are not a part of a shirt are not allowed.

--Skirts, shorts, and dress lengths may be no higher than four inches above the top of the knee. This includes slits in both skirts and dresses. Dresses and shirts with cut-outs are not allowed.

--Soled shoes must be worn at all times. Bare feet are not allowed at any time. House shoes and/or slippers are not allowed. Shoe laces are to be tied at all times. Heels exceeding three inches are not allowed. At the elementary level, shoes may not have a heel that exceeds one inch in height, and shoes must have straps and/or buckles to fasten securely (no backless shoes) as a safety measure. Shoes with built-in wheels or electronic capabilities are not allowed. Skate boards are not allowed on any school grounds at any time.

--Body piercing (i.e. nose, eyebrow, lip, tongue, or facial) is not allowed by any student. Girls may wear earrings, but they shall not be questionable and/or disruptive in nature. Neither boys nor girls are allowed to wear "Lobe Expander Earrings," "Loop Earrings", "Gauge Earrings," or any other type of "Fake Earrings," such as tabs. (Bars in the ear, ear cuffs, no more than 1 piercing in each ear.)

--Gel bracelets with questionable language / wording are not allowed to be worn at any time. Excessive jewelry is not allowed. This is to include: chains on clothing or wallets; "grills" on teeth; spiked jewelry; multiple rings/bracelets; etc. that call attention to oneself and/or are disruptive in nature.

--Glasses that are non-prescription may not be worn at anytime.

--Sunglasses may not be worn in the building.

--Tattoos must be covered at all times. "Fake tattoos" are not allowed at any time with the exception of "Alto Spirit Tattoos" on game days.

-- Caps, hats, hoods, stocking caps, skull caps, and sweat bands are not allowed to be worn by students at any time in any building. Combs and/or picks may not be worn in the hair. Headbands may be worn by girls only and must be flat against the head. Headbands with decorations such as cat ears, pom poms, etc. are not allowed. Caps will not be permitted in any school building (with the exception of special events, athletic dressing rooms, and the ag shop). Caps picked up by staff members or administrators inside the school will be returned to the students at the principal's discretion.

--Trench coats, dusters, and/or blankets are not allowed in any building.

-- Bandanas (as a hair cover, headband, scarf, or pocket display) are not to be worn or exhibited by any student at any time.

--Inappropriate modes of clothing that are disruptive or suggestive, including but not limited to spandex and/or tight-fitting tops or pants are not allowed. Pajamas are not allowed to be worn at school.

--No lewd, vulgar, obscene, or suggestive depictions of sex, violence, drugs or drug related items, alcohol or alcohol related items, tobacco, profanity, death, satanic themes, nudity, hate slogans or pictures, swastikas, pentagrams, or gang related/affiliated materials (described as, but not limited to: dress/ornaments as deemed inappropriate by school administrators) shall not be worn or displayed at any time by any student.

--Hair is to be neatly combed, brushed, and out of the eyes at all times. For boys, hair may not touch the back of the collar and may not extend below the bottom of the earlobe. Hair or braids in hair may not touch the collar or be of an unnatural (dyed or bleached) color which would call attention to the student or be distracting. Bangs may not be below the top of the eyebrow. Boys are not allowed to have facial hair, and need to be clean-shaven daily. Boys may not wear ponytails. Hair may not stand up more than three inches on top of the head. No Mohawks, numbers, letters, lines, or symbols may be cut into the hair or eyebrows. Hair must be uniform in length, cut, and style. No hair beads are allowed for boys. Feathers may not be attached and worn in hair.

--Students with offensive body odor (including excessive perfume, cologne, and/or body spray) and/or clothing odor will be counseled and sent to home to wash and/or change.

DRESS CODE AT EXTRACURRICULAR ACTIVITIES

All dress, hair, grooming, and related codes will be enforced at extracurricular activities and events. These include: sporting events; school concerts; assemblies; and all school-related functions (either on Alto School grounds or at other sites). Students who violate the dress code at an extracurricular event will be instructed to immediately correct the infraction (if minor), or be dismissed from the event if it is a major or repeat offense.

EXCEPTIONS TO THE DRESS CODE

On established "Special" days, students may be allowed to abide by a "relaxed" code. These would include "Costume" or "Dress-Up" Days during Homecoming Week; and/or established campus "Fun" days at the campus levels. These decisions are at the discretion of the campus principal or designated administrator.

Homecoming, prom and/or banquet dress will be allowed (within good taste) to include: Evening Dresses for girls and formal attire for boys at the prom; Sun dresses for girls at Spring Banquets; and/or established campus "Special" events; Homecoming Court attire must be of school colors (black, gold, white or silver). These decisions are at the discretion of the campus principal or designated administrator.

At the discretion of the campus principal, students may be allowed to wear appropriate attire for special activities (i.e. on field trips, activities at swimming pools or water parks, etc.) so long as the attire is not determined to be obscene, disruptive, or controversial.

"THE FINAL SAY"

Administrators, teachers, coaches, and/or sponsors have the authority to remove any student from any class, event, or activity at any time if they determine the student's attire or grooming is inappropriate and/or out of code compliance. Students removed from an activity may also be subject to further disciplinary actions.

THE PRINCIPAL OR DESIGNATED ADMINISTRATOR HAS THE "FINAL SAY" IN ALL DRESS, HAIR, AND GROOMING CODE APPROPRIATENESS MATTERS.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

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

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the room

Tornado Drill Bells

1 continuous bell	students will move quietly but quickly to the designated locations
2 bells	return to classroom

DRUG TESTING PROGRAM

These testing requirements apply to every Alto lSD student in grades 7-12 who participate in any extracurricular activity that is sponsored by Alto lSD. Any AlSD student in grades 7-12 shall participate in the drug/alcohol testing program. Coaches, teachers, and sponsors may also be tested. Students who declare their intention to participate in an activity prior to the school year beginning will be tested prior to entering the extracurricular activity.

Required Permission

In order for a student to participate in any extracurricular or UIL competition, the parent or legal guardian must sign a permission form that allows for the student to be tested for drugs/alcohol. If the student is of legal age, then he/she must sign the permission form that allows for the student to be tested for drugs/alcohol. Students who are to be tested must also have the permission forms signed.

Testing Procedures

Testing will be done in accordance with accepted practices and procedures as established by the testing laboratory affiliated with the school district. The testing parameters will be set at industry-accepted standards, as defined by the National Institute for Drug Abuse. The district reserves the right to test for the following substances: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana, methadone, opiates, phencyclidine, propoxyphene, hallucinogens, steroids, and all other illegal or addictive drugs.

All Alto School students participating in extracurricular activities will be tested prior to the first day of practice for the event. After the initial testing, all student numbers will be placed into a random testing group for periodic random testing. Parents have the option, at the parent's expense, to have the collection process performed by their personal physician. Random testing must be performed within four (4) hours of the child's notification.

Specimens collected by personal physician shall be tested by the same testing company as all other specimens of the school district the testing results shall be sent directly to AISD. All safeguards used by the testing company shall be used by the physician collecting the samples. Failure to collect said sample under the above conditions shall constitute a positive test.

Student privacy will be protected to the maximum extent possible. Records of test results shall be kept confidential and provided only to district administrators and personnel responsible for administering the program. Records may be released to treatment facilities upon written request for parents/guardians. The contracted laboratory will notify the designated administrator of the results. The principal will notify the department head that is charged with administering the consequences described in the policy.

Consequences for Drug Testing Positive

A positive test will result in the following: (1) notification to parents/student and designated administrator (2) required conference with parent/guardian (3) referral for substance abuse counseling (4) retest with each random testing group for one calendar year.

The second positive test will result in the following: (1) suspension from extra-curricular activities for thirty calendar days (2) required conference with parent/guardian (3) referral for substance abuse counseling (4) retest with each random testing group for one calendar year (5) retest at the end of the suspension and before rejoining any extracurricular activity.

Students will be removed from all Alto ISD extracurricular and UIL-sponsored activities for the remainder of the student's school career after a third positive test.

If a student refuses to participate in a drug test after signing the consent form, the refusal will count as a positive test.

EMERGENCY SCHOOL-CLOSING INFORMATION

During severe or wintry weather conditions classes could be dismissed. Alto ISD will utilize the ALERT-NOW telephone notification system to alert parents of school closings, late starts, or early dismissals. You may also listen to radio station KTLV-KWRW 97.7 F.M., RUSK, or television stations CHANNEL 9, LUFKIN or CHANNELS 7, 19 & 56, TYLER.

EXPULSION

A student shall be expelled from the school if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Uses, exhibits, or possesses:
    a. a firearm as defined by Section 46.01(3), Penal Code
    b. an illegal knife as defined by Section 46.01 (6), Penal Code, or by local policy;
    c. a club as defined by Section 46.01 (1), Penal Code; or
    d. a weapon listed as a prohibited weapon under Section 46.05, Penal Code;
2. Engages in conduct that contains the elements of the offense of:
    a. aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
    b. arson under Section 28.02, Penal Code;
    c. murder under Section 19.02, Penal Code, capital murder under section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder;
    d. indecency with a child under Section 21.1 1, Penal Code; or
    e. aggravated kidnapping under Section 20.04, Penal Code; or
3. Engages in conduct specified by Section 37.006(a) (2) or (3), if the conduct is punishable as a felony.

4. Retaliation against a school employee in connection with one of the offenses listed above, whether committed on or off school property or at a school-related activity.

EXTRA-CURRICULAR ACTIVITIES

Students wishing to be involved in extra-curricular activities such as cheerleaders, band members, student athletes, twirlers, Student Council, National Junior Honor Society, etc. are expected to have higher standards of behavior, attendance, and enrollment requirements. The students in these positions are looked upon as "leaders" among the student body, and therefore must know that certain violations may prohibit their participation in or trying-out for these activities. For detailed explanation of these standards, parents may contact sponsors or administrators at AMS, come by Alto Middle School or call the school at 858-7140 for copies of constitutions or other guidelines that address the behaviors that would keep a student from being eligible to be a candidate for cheerleader, twirler, etc. A copy of the athletic policy is published and available upon request.

CHEERLEADING

Cheerleader tryouts will take place in the spring of the school year. The students trying out will be selected on the following criterion: student academics, student attendance, student discipline, and actual cheering / tumbling. The academic, attendance, and discipline will be gathered by the school while the cheering / tumbling will be observed by outside judges.

Beginning with the 2014-2015 school year, only 10th, 11th, and 12th grade students will be selected for varsity. Junior varsity will consist of 9th, 10th, and 11th grade students. Questions or concerns may be directed to the high school principal, Shanequa Redd-Dorsey.

*** Extra-curricular activities are not a right. ***
They are a privilege which can be taken away if the rules and standards are not followed.

FEES

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

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

Personal physical education (tennis shoes).

Voluntarily purchased pictures, publications, yearbooks, etc.

Fees for lost, damaged, or overdue library books.

Fees for lost or damaged textbooks.

Textbooks are checked out to the students. Each student textbook has a barcode and is issued according to the subject which the students are enrolled. Each textbook should have the students name entered correctly on the inside cover. Textbooks are to be covered at all times. Fines and consequences according to the student code of conduct will be assessed for misuse and mistreatment of textbooks. Fine will be assessed and collected by the teachers of the subjects for which the texts are issued. Fines are as follows:

$1.00 for textbooks in lost and found	**$1.00** for no book cover	**$1.00** for writing in textbook
$5.00 for torn or damaged pages	**$5.00** Broken spine, water damage	**Cost of textbook** if unusable

FIELD TRIPS

Scheduled field trips are an important part of the school curriculum. Parents will be notified (campus website, note sent home) when field trips are planned. Permission/Release forms must be signed by the parent and presented to the field trip organizer before a student is permitted to participate in a field trip activity. All students are expected to be in dress code unless special permission has been obtained from the campus principal. Students who exhibit unacceptable behavior while attending any school field trip or who are not picked up by a parent/guardian within 15 minutes of returning to the school may lose the privilege of attending future field trips.

FINES

All fines not paid by end of grading period will result in report cards being withheld. Any fines pending at end of year will result in exclusion from end of year activities, including 8th grade graduation and promotion.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. Student participation in approved activities cannot interfere with the regular instructional program. Each group is allowed one fund raising activity per semester. For further information see policy FJ and GE.

GANGS, FRATERNITY, SORORITY, OR SECRET SOCIETY ACTIVITIES

Students are prohibited from gang involvement or gang activities while on school property, at any school-sponsored or school-related activity, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, selling, buying, or aiding therein, and clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things that are of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
    a. Soliciting others for membership in any gang
    b. Requesting any person to pay protection or otherwise intimidating or threatening any person,
    c. Inciting other students to act with physical violence upon any other person
    d. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Students are prohibited from being involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

GIFTED/TALENTED PROGRAM

Alto Gifted and Talented Program is an educational service for students with above average intellectual abilities. Services are available from the second semester kindergarten through grade twelve and may assume different structures at each level. Emphasis in grades K-4 will be in the four core curriculum areas and will target general intellectual ability, creative, and productive thinking. Grades 5-12 program in the four core curriculum areas will target subject area skills in addition to general abilities.

Students may be nominated for the GT program at any time by teachers, counselors, parents, and/or community representatives. Nomination forms in the home language of the parent(s) may be acquired from and returned to the child's school office. Participation in the program provided is voluntary, and the District will obtain written permission from the parent(s) or guardian(s) before a child is screened or placed in the program.

Input from family and/or community representatives on the planning, coordinating, and evaluating of the Gifted and Talented program is invited.

GRADING GUIDELINES

A minimum number of grades will be taken each six weeks. Teachers will be required to have at least ten daily grades. Three test grades will be taken with one of those being a six weeks test / benchmark.

Beginning in the 2011-2012 school year, any student taking a course for high school credit will need to pass an end-of-course exam (EOC) for credit to be awarded. Ex. 8th graders taking Algebra I for high school credit.

A parent portal will be available for parents/guardians who are interested in accessing their child's grades on-line.

ACCELERATED READER GRADES

Accelerated Reader points will be entered into the gradebook twice each six weeks by ELA teachers. Students' points and comprehension grades will count as one test grade each six weeks. The deadline for points will be the Wednesday prior to the end of the three-week progress report period or the Wednesday prior to the end of the six-weeks. Grades will be figured on a yearly total and by six-weeks.

TEST CORRECTIONS

Each teacher will use a method to provide each student the best opportunity to be successful on their tests. Each teacher will provide this information in their syllabus at the beginning of the year.

GRADING SCALE

The state grading scale is used:

90 –100	Excellent	A
80 – 89	Good	B
75 – 79	Fair	C
70 – 74	Passing	D
Below 70	Failing	F

MAKE-UP WORK

Parents can call the school and request work if a student is going to be out for two or more days. All make-up work should be completed within a reasonable amount of time as determined by your teachers within a maximum of 5 calendar days.

AMS LATE WORK POLICY

Work is due at the beginning of class. Work that is not turned in by the tardy bell, can be considered late if the teacher chooses. A late fee of 10 points can be assessed by the teacher.

Students in grades 5-8 will be allowed to turn in assignments up to four days late. Each day late will result in consequences including: Day 1 – Pull from elective, PE or Athletics to finish, Day 2 – Parent contact preferred & lunch detention, Day 3 – Parent contact mandatory & lunch detention, Day 4 – Referral to office with after school detention The grade for an assignment turned in two days late will be assessed 20 point late penalty. If the assignment is two days late, the highest grade possible is 80. After two days late, assignments are accepted and a 10 point penalty for each additional day will be assessed up to the 4 day maximum. For example, 3 days-30 points off grade (maximum grade 70), 4 days-40 points off grade (maximum grade 60). A grade of zero will be recorded after being late 4 days. EIA (LOCAL)

TUTORIAL POLICY

If you feel your child is in need of tutorials, please call (936) 858-7140 and make an appointment with your child's teacher to discuss the need and time available. Beginning the second semester of school, after-school tutorials will be offered on Tuesday afternoons for reading remediation and on Thursday afternoons for math remediation.

GRADUATION CEREMONIES

Eighth grade students who have met coursework requirements for graduation, but have not yet demonstrated satisfactory performance on STAAR assessments will be allowed to participate in graduation activities. However, participation in activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

GRIEVANCE / PARENT COMPLAINTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint (grievance procedure) policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's office, Superintendent's office, or the Alto ISD website.

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

HANDICAPPED ACCESSIBILITY

Alto ISD attempts to make all facilities handicapped accessible, and has a continuing plan to upgrade access. Where access may be limited, upon enrollment of a disabled student, Alto ISD will make adjustments, renovations or remodel to follow the path of the disabled student.

HARASSMENT

Harassment will not be tolerated by the District. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

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

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.
A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or counselor. The allegations will be investigated and addressed.
The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

Sexual Harassment / Sexual Abuse

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

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

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

HEAD LICE

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.
More information on head lice can be obtained from the TDSHS website at http://www.dshs.state.tx.us/schoolhealth/lice.shtm.

HEALTH SERVICES

ILLNESS AT SCHOOL

A student shall report symptoms of illness to the classroom teacher or to the office during the school day. Accidents shall be reported immediately to the person on duty according to district policy and with the nurse's judgment; students will be sent home for the following reasons:

1. 100.4 degree or higher temperature
2. Suspected contagious diseases or rash
3. Vomiting and/or diarrhea
4. Lice – The school nurse will have AISD guidelines for returning to school after head lice infestations.
5. Feels too badly to remain at school
6. Matter and/or redness in one or both eyes.

Parents or guardians will be called to come and get their student. Students will remain in the nurse's office until the parent/guardian arrives to pick them up. Students may not return to school until free of fever for 24 hours without the use of Tylenol, Motrin, or aspirin.

MEDICINE AT SCHOOL

No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

Authorized employees, in accordance with policy, and:

- If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

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

- In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.
[For further information, see policies at FFAC.]

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Hepatitis A (acute)	Ringworm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles), including congenital
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis, including typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive (group A or B)
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)

[Further information may be found at policy FFAD.]

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.
While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic

with a signature or rubber-stamp validation.

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. Students will not be allowed to begin school unless immunizations are current.

DTaP/DTP/DT/Td/Tdap

5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4th birthday.
For 7th grade: 1 dose of Tdap is required if at least **5 years** have passed since the last dose of tetanus- containing vaccine.
For 8th- 12th grade: 1 dose of Tdap is required when **10 years** have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.

Polio

For PK – 12th
4 doses of polio; one dose must be received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.

MMR

The first dose of MMR must be received on or after the 1st birthday.
For PK - 3rd grade, 2 doses of MMR are required.
For 4th - 12th grade, 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine is required.

Hepatitis B

For PK – 12th, 3 doses are required
Exception: For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax

Varicella

For grades K – 3rd and 7th – 10th, 2 doses are required.
1 dose is required for all other grade levels.
For any student who receives the first dose on or after 13 years of age, 2 doses are required.

Meningococcal
For grades 7th – 10th 1 dose is required.

Hepatits A

The first dose of hepatitis A must be received on or after the first birthday.

For grades PK – 3rd, 2 doses are required

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. (For further information, see policy FFAB.)

HOMEBOUND

A homebound setting is for providing eligible students who are served at home or hospital bedside. Students served on a homebound or hospital bedside basis are expected to be confined for a minimum of four (4) consecutive weeks as documented by a physician licensed to practice in the United States. Homebound or hospital bedside instruction may, as provided by local District policy, also be provided to chronically ill students who are expected to be confined for any period of time totaling at least four (4) weeks throughout the school year as documented by a physician licensed to practice in the United States.

The District reserves the right to appoint the Homebound instructor.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Paula Low, at (936)858-7141.

HOMEWORK

An explanation of the homework plan will be sent home by each grade level / subject teacher (5-8).

HONOR ROLLS

Perfect Attendance (5-8)
In order to qualify for this award, a student should have no tardies, absences or unexcused sign-outs for all year according to office records.

Honor Roll
All students, who make 90's in the numerically graded subjects, will be placed on the Distinguished / All A Honor Roll. Students on the Distinguished Honor Roll all year will receive an award at the end of the year.

All students, who do not make all 90's but make 80 or above on all numerical grades, will be placed on the A / B Honor Roll. Students who are on Honor Roll all of the six-week grading periods will receive an award at the end of the year.

IN-SCHOOL SUSPENSION

Students may be assigned to In-School-Suspension (ISS) as a disciplinary measure by the Principal. The reasons for and time assigned may vary according to the offense which occurred. The Principal will decide the appropriate time length and the ISS supervisor will inform the Principal as to the success of the stay of each student. While in ISS, student dress code will be enforced.

Students are not to be on any other school property and are not allowed to participate in or attend any school related function on or off Alto I.S.D. campuses while enrolled in ISS, in accordance with Texas Education Code 37.006 (G).If assigned to ISS, campus and/or extracurricular privileges will not be reinstated until 7:40 the following school day from the last day served. Students attending or going onto campuses risk the possibility of further disciplinary actions and law enforcement involvement.

LOCK DOWN PROCEDURES

Alto ISD is dedicated to providing your student a safe learning environment. In order to better achieve this goal we periodically secure our campuses through a lock down exercise meant to prepare your children, should the need arise, to better know how to respond in the event of an intruder.

Students will be directed by the teacher to quietly move to the secured areas and remain silent during the exercise. Students will be required to follow the teacher's instructions during the entire time. Following the drill, students will be alerted as to when it is safe and clear to resume normal class. During the procedure no student, visitor, parent or outside guest will be allowed to enter or exit the building.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the times established by classroom teachers and librarian.

Lost And/Or Damaged Library Book Policy

If a book is lost while checked out to a student or school employee, the book is to be paid for (at replacement cost) by the student or parent. Once a lost book has been paid for by the student or employee and the library has replaced the book with a new one in the library, no refund will be issued if the book is found by the student or employee.

If a book that is checked out to a student or school employee is damaged, the book will be paid for in full (if no longer usable), or partially (depending on severity of damage). Damage considerations include the following:

Water Damage	Torn Pages	Food Stains
Writing in or on the book	Damage to spine of book	
Damage to cover of book	Lost bar code or spine label.	

If the student does not pay for the lost book, or damages to the book, the student not be allowed to check out books from the library until damages are paid in full. Fine will remain on student's name until time of graduation, if not taken care of.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP), sometimes referred to as an English Language Learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

LOITERING

Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor and school officials will file charges. School property for the purpose of this act, shall include the grounds of any public school sponsored activity. Students are not to hang around the building after regular school hours.

MEDICINE AT SCHOOL

A student who must take prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed. Students are not allowed to have medication in their possession unless permission has been given by the school nurse.

MEETING OF NONCURRICULUM-RELATED GROUP

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNA.A list of these groups is available in the principal's office.

OFFICE

The main office is open from 7:15 a.m. until 3:30 p.m. each day. All school business should be transacted during these hours and in the school office. Students should come to the office to enroll, withdraw, file excuses, secure reinstatements to class, and secure permission to leave school during the day. When entering the office, the student should wait quietly until the secretary or Principal is able to attend to the need of the student. Office phones are business phones and are not to be occupied by students for general use.

ORGANIZATIONS

The following organizations are available to Alto Middle School Students:
Student Council (Grades 5-8) National Junior Honor Society (Grades 7 & 8)
NJHS requirements are sent home at the beginning of the school year with 6th & 7th grade students who will be eligible for membership invitation based upon the required criteria. The requirements can be found in students' registration packets.

PEST CONTROL INFORMATION

As part of our commitment to provide your child with a safe, pest-free learning environment, the Alto School District may periodically apply pesticides to help manage insects, weeks or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Alto School District property are made only by trained and licensed technicians. Should you have questions about your district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Courtney Stephenson, Transportation Director at 936-858-7104.

PHONE CALLS

The telephones located throughout building are for business purposes and emergency use only. Students will not be allowed to use the phone for personal reasons, (i.e. bringing of IDs, books and homework, lunch money, athletic clothing, band instruments, absentee notes, etc.)

Students are not permitted to use the phone in the athletic offices, teacher's rooms, teacher workroom, etc. during school hours.

Messages concerning pickups, rides, etc shall not be delivered to the student after the end of 8th period. Students having doctor or dental appointments shall stay in class until the parent/guardian/or authorized person to pick up student come to the office and signs the student out.

PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students who are enrolled in a physical education course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

PLEDGES

Legislation effective 9-1-2003 requires public school students to recite the **pledges of allegiance** to the U.S. and Texas flags daily, to be followed by a **minute of silence.** During the minute of silence, "each student may, as the student chooses, reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student". Parents can opt their children out of the pledge requirement upon submitting a written request to the district. (SB83-Wentworth).

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instruction or other activities of the school.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the grade level.

To be promoted from one grade level to the next in grades 5-8, a student must have an overall grade of 70. The student must also have a grade average of 70 in at least three of the following four subject areas: language arts, math, science, and/or social studies. Students must also have attended school 90% of the days the course is offered in order to receive a passing grade. See the section on attendance for more information. Please see School Calendar for dates. Report cards are issued after each six weeks grading cycle so parents can monitor their student's performance throughout the school year.

Beginning in the 2011-2012 school year, any student taking a course for high school credit will need to pass an end-of-course exam (EOC) for credit to be awarded. Ex. 8th graders taking Algebra I for high school credit.
Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance and will also have additional opportunities to re-test. For students not passing required EOC exams, opportunities to re-test will be provided beginning with the summer of 2012.

Students enrolled in grades 5 &8 must adhere to the promotion requirements for grades 5-8 and meet the standard on the state assessment (STAAR).

All students in grades 5-8 who failed either the math or reading STAAR will be invited to attend summer school. Please be aware that, a student's satisfactory performance on STAAR examinations will be required for promotion. This requirement will be effective for the following students:

5th graders MUST pass reading and math STAAR
8th graders MUST pass reading and math STAAR
7th graders taking 8th grade Pre-Algebra must pass 8th grade math STAAR for promotion to Algebra I.

Whether the students is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level. For further information, see policies at EHBC, EI, and EIE.

PUBLICATIONS

You cannot hand out any written materials without first getting the approval of the office.

RADIOS, IPODS, CELL PHONES, and OTHER ELECTRONIC DEVICES and GAMES

Students are not permitted to possess such items as cell phones, cell phone watches, pagers, radios, Ipods, camcorders, DVD players, cameras, electronic devices or games (including fidget spinners) at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Cell phones going off in class are a disruption. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices. On the first offense, any confiscated device may be picked up by the parent in the office. On the second offense, the device may be picked up by a parent after a $15 fee has been paid. Any future confiscation will result in the parent paying the $15 each time until the end of the school year.

RELEASE OF STUDENTS FROM SCHOOL

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

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will send the student to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

SCHEDULE CHANGE REQUESTS

Schedule change requests will be accepted only the first week of each semester. Requests will be accepted based class size numbers. Subsequent changes may be made at the discretion of the administration.

SEARCHES

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

Students' Desks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desk. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.
The parent will be notified if any prohibited items are found in the student's desk.

Drug Detection Dogs

In order to respond to the drug, alcohol, and firearms possibly being on campus, the District may use specially trained dogs to sniff out concealed contraband, drugs, drug paraphernalia, or alcohol on school property. The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. When students commit drug and alcohol related offenses, they may be referred to legal authorities for criminal prosecution, in addition to school-imposed discipline.

Lockers

Students will be assigned hall lockers. These lockers will remain under the joint control of the school and the student to which the locker is assigned, and the school reserves the right to search lockers at any time there is reasonable cause to do so whether or not the student is present.

Students are strongly encouraged to keep their lockers locked. Combinations to the lockers will be given to the students at the beginning of school. There is to be no sharing or switching of lockers. Lockers are to remain closed when not in use. Overstuffing a locker will result in the items being removed. Disciplinary action may result if improper care of the locker becomes habitual.

SEMESTER EXAMS

In order for a 7th or 8th grade student to be exempt from semester exams one of the following criteria must be met:

1) 90 average or above and 3 or fewer absences
2) 85 – 89 average and 2 or fewer absences
   AND
3) No fines, charges, or fees due owed to the school district.
4) STAAR results will be used in the exemption process in the Spring Semester only for those subjects that have released results by exam time.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact Brandi Tiner at 936-858-7140.

List of programs: 1) Gifted*/Talented;* 2) *English as a Second Language; 3) Title I; 4) Dyslexia; and* 5) *Special Education.*

STUDENT RECORDS

Please refer to Section 1 of the handbook for information on student records.

STUDENT REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report Cards

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every six weeks. These will be passed out at the end of the six weeks. Report cards will be sent home on October 4, 2018, November 8, 2018, January 10, 2019, February 21, 2019, April 11, 2019, and May 23, 2019. **Report cards MUST be signed by the parent and should be returned to your child's teacher within two school days.**

Progress Reports

At the end of the first three weeks of each grading period you will be given written notice if your child's performance in any course in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. Please call (858 –7140) or come by the office to schedule an appointment. Progress reports will be sent home on September 13, 2018, October 25, 2018, December 6, 2018, January 31, 2019, March 21, 2019, and May 2, 2019. **Progress reports MUST be signed by the parent and returned to your child's teacher within two school days.**

SUBSTITUTE TEACHERS

From time to time situations arise that require regular classroom teachers to be absent from duty. At times such as these, substitute teachers may be employed by the district. A substitute teacher is a guest on our campus. A substitute teacher is on call and has the option to turn down a request for service. Students are expected to treat substitute teachers with courtesy and respect at all times. Failure to do so, which results in the substitute's inability to perform their assigned duty, falls under Category 1 Misbehavior). However, due to the nature of this misconduct, an acceleration of the discipline step schedule for the first offense may be deemed appropriate.

SUICIDE AWARENESS (All Grade Levels)

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER SCHOOL

Summer school will be provided during the month of June as per board policy. Students who have not passed STAAR will be placed in STAAR remediation classes.

TARDIES

There are few, if any reasons to be late to class. A student who is late getting to school will need to report to the office for a tardy slip. Tardies are a part of the attendance policy, and therefore, **3 Tardies = 1 unexcused absence,** and shall be enforced in accordance with the Truancy Policy mandated in the Texas

Education Code. Tardies will be handled by the principal. Appropriate disciplinary action will begin on the first tardy to school or class.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Grade 5 – math, reading, and science

Grade 6 – math and reading

Grade 7 – math, reading, and writing

Grade 8 – math, reading, science, and social studies

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

Students who have been **home schooled or who have attended a non-accredited school or who come from a foreign country** may be given an individual achievement test to determine grade level in math and language arts.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. ***Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher at the beginning of the year on the textbook sign-off sheet***. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

TOBACCO AND E-CIGARETTES PROHIBITED

(All Grade Levels and All Others on School Property)

All AISD property is smoke-free. This rule applies to any adult or child on AISD premises. The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies]

Students shall not possess or use tobacco products on school property or while under the school's jurisdiction. Cigarette lighters and matches are prohibited on campus. The Texas Education Code prohibits the use and possession of tobacco products on or off school property or at school related or school sanctioned activities.

TRANSPORTATION- School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents—a completed school form with principal and sponsor signatures.

TRUANCY

Warning notices

(a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school /ear that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period: (1) the student's parent is subject to prosecution under Section 25.093; and (2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

{b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days, or parts of days, within a four-week period. The notice must:
(1) inform the parent that: (A) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and (B) the parent is subject to prosecution under Section 25.093; and
(2) request a conference between school officials and the parent to discuss the absences.

(c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094.

(d) In this section, "parent" includes a person standing in parental relation.

Failure to attend school

(a) An individual commits an offense if the individual: (1) is required to attend school under Section 25.085; and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

(b) An offense under this section may be prosecuted in: (1) the constitutional county court of the county in which the individual resides or in which the school is located, if the county has a population of two million or more; (2) a justice court of any precinct in the county in which the individual resides or in which the school is located; or (3) a municipal court in the municipality in which the individual resides or in which the school is located.

(c) On a finding by the county, justice, or municipal court that the individual has committed an offense under Subsection (a) or on a finding by a juvenile court in a county with a population of less than 100,000 that the individual has engaged in conduct that violates Subsection (a), the court may enter an order that includes one or more of the requirements listed in Article 45.054, Code of Criminal Procedure, as added by Chapter 1514, Acts of the 77th Legislature, Regular Session, 2001.

(d) If the county, justice, or municipal court believes that a child has violated an order issued under Subsection (c), the court may proceed as authorized by Article 45.050, Code of Criminal Procedure (d-1). Pursuant to an order of the county, justice, or municipal court based on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody. A peace officer taking an individual into custody under this subsection shall: (1) promptly notify the individual's parent, guardian, or custodian of the officer's action and the reason for that action; and (2) without unnecessary delay: (A) release the individual to the individual's parent, guardian, or custodian or to another responsible adult, if the person promises to bring the individual to the county, justice, or municipal court as requested by the court; or (B) bring the individual to a county, justice, or municipal court with venue over the offense.

(e) An offense under this section is a Class C misdemeanor.

(f) It is an affirmative defense to prosecution under this section that one or more of the absences required to be proven under Subsection (a) was excused by a school official or should be excused by the court. The burden is on the defendant to show by a preponderance of the evidence that the absence has been or should be excused. A decision by the court to excuse an absence for purposes of this section does not affect the ability of the school district to determine whether to excuse the absence for another purpose.

(g) It is an affirmative defense to prosecution under this section that one or more of the absences required to be proven under Subsection (a) was involuntary. The burden is on the defendant to show by a preponderance of the evidence that the absence was involuntary.

Parent contributing to non-attendance

(a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.

(b) The attendance officer or other appropriate school official shall file a complaint against the parent in:

(1) the constitutional county court of the county in which the parent resides or in which the school is located, if the county has a population of two million or more;

(2) a justice court of any precinct in the county in which the parent resides or in which the school is located; or

(3) a municipal court of the municipality in which the parent resides or in which the school is located.

(c) An offense under Subsection (a) is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. If the court orders deferred disposition under Article 45.051, Code of Criminal Procedure, the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral.

(d) A fine collected under this section shall be deposited as follows:

(1) one-half shall be deposited to the credit of the operating fund of, as applicable:

(A) the school district in which the child attends school;

(B) the open-enrollment charter school the child attends; or

(C) the juvenile justice alternative education program that the child has been ordered to attend; and

(2) one-half shall be deposited to the credit of:

(A) the general fund of the county, if the complaint is filed in the justice court or the constitutional county court; or

(B) the general fund of the municipality, if the complaint is filed in municipal court.

(e) At the trial of any person charged with violating this section, the attendance records of the child may be presented in court by any authorized employee of the school district or open- enrollment charter school, as applicable.

(f) The court in which a conviction, deferred adjudication, or deferred disposition for an offense under Subsection (a) occurs may order the defendant to attend a program for parents of students with unexcused absences that provides instruction designed to assist those parents in identifying problems that contribute to the students' unexcused absences and in developing strategies for resolving those problems if a program is available.

(g) If a parent refuses to obey a court order entered under this section, the court may punish the parent for contempt of court under Section 21.002, Government Code.

(h) It is an affirmative defense to prosecution for an offense under Subsection (a) that one or more of the absences required to be proven under Subsection (a) was excused by a school official or should be excused by the court. The burden is on the defendant to show by a preponderance of the evidence that the absence has been or should be excused. A decision by the court to excuse an absence for purposes of this section does not affect the ability of the school district to determine whether to excuse the absence for another purpose. .

(i) In this section, "parent" includes a person standing in parental relation.

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student: ***Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or Is absent on three or more days or parts of days within a four-week period.***

Attendance for Credit

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

- The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

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

State law and Board policy permit certain absences, including:

An extracurricular activity or public performance, approved by the District's Board of Trustees.

Required screening, diagnosis, and treatment for Medicaid-eligible students.

Observance of religious holy days, including travel for that purpose.

A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.

A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.

A juvenile court proceeding documented by welfare authorities.

An absence required by state or local policy.

A family emergency or unforeseen or unavoidable instance requiring immediate attention

A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within one week from first day returning unless absence was a long one will receive a grade of zero for the assignment.

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

Parent's Note After An Absence

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

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Late arrival to school/tardiness

Any student who arrives at school after class has started must report to the office before going to class. Tardiness to class is considered a serious problem that will not be tolerated by any teacher. Tardiness creates class disruption which causes the students to lose valuable instructional time, and indicates a lack of responsibility by the student. It is the STUDENTS'S RESPONSIBILITY TO BE IN CLASS ON TIME WITH HIS/HER MATERIAL READY FOR CLASS TO BEGIN! Students are to be in the classroom and in their seats when the teacher begins instruction. School begins at 7:45 am each day. Any arrival after that time will be considered a tardy. Tardies are recorded each class period when the tardy bell rings. If an excessive number of tardies are recorded, the parent(s) will be

contacted. Excessive tardies may be presented in truancy court. Detentions may be assigned for tardies to school and or class. Failure to attend or tardiness will result in further disciplinary action.

VALUABLES

Students are cautioned not to bring valuable items or large amounts of money to school, athletic trips, or field trips. If a student wears glasses or watches, they must keep track of them at all times. Students, not the school, are responsible for their personal property.

VANDALISM

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

VISITS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Visitors who would like to eat lunch with a student must check-in at the campus office and have administration approval.

WEAPONS

Weapons of any form are not allowed at school. This includes guns, knives (of any size/length), brass knuckles or any item considered to be dangerous by the school's administration.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the office. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. Withdrawal Procedures are listed on the next page.

Withdrawal Procedures

1. Notify the principal’s office as to date and time you plan to withdraw your child/children.
2. Be sure all fines/lunch charges are paid and that all library books/textbooks are returned to school.
3. If all fines, charges, and books are clear, we will provide you with a withdrawal sheet and a copy of the shot record for each child. The withdrawal sheet will have our address, so the new school can request any other records they need.

Notification to the office ahead of time can save you time because it takes time to check in textbooks, check on library and cafeteria charges, figure up-to date averages, and fill out the withdrawal form. We cannot give you copies of anything or send records unless all records are checked and clear.