

Student / Parent Handbook

**General Policies
Elementary Policies
Intermediate Policies
Middle School Policies
High School Policies
Discipline Management Plan**



2013-2014

STATEMENT OF NONDISCRIMINATION

It is the policy of Aldine ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

This policy also prohibits retaliation against an individual who has made a good faith report of unlawful, discriminatory practices, opposed any unlawful, discriminatory practices or participated in an investigation of any complained related to an unlawful, discriminatory practice.

Inquiries regarding the Aldine ISD nondiscrimination policy in the following areas should be directed to:

Title IX & Title VI:

Dr. Archie Blanson, Deputy Superintendent, 14910 Aldine Westfield Rd., Houston, TX 77032
(281) 449-1011

EEO & ADA (Employees and Public):

Dr. Archie Blanson, Deputy Superintendent, 14910 Aldine Westfield Rd., Houston, TX 77032
(281) 449-1011

Section 504 & ADA (Students):

Dr. Charlotte Davis, Director of Guidance and Counseling, 14910 Aldine Westfield Rd., Houston, TX 77032 (281) 985-6452

ALDINE INDEPENDENT SCHOOL DISTRICT

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STUDENT/PARENT HANDBOOK

**General Policies, School Policies, and
Discipline Management Plan**

2013-2014

**Note: Sign and Return the Forms In This
Handbook To Your Child's School As Soon As Possible.**

**ALDINE INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION TRUSTEES
2013 - 2014**

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ALDINE INDEPENDENT SCHOOL DISTRICT

15010 Aldine-Westfield Road • Houston, Texas 77032-3099

August 2013

Dear Parent:

We have a shared goal and responsibility for ensuring your child's success in school. The district's responsibility is to provide a safe and supportive environment so that your child can learn and graduate from high school with the necessary skills to be successful.

You, as a parent or guardian, play an important role in your child's success. Ask your child about homework and review homework assignments. Ensure that your child attends school every day and arrives on time. Also, insist on good behavior and respectful attitudes toward teachers and staff.

To assist you and your child, we have compiled this handbook containing important information including the Aldine ISD Discipline Management Plan. **The Discipline Management Plan lists responsibilities of students, parents, teachers, and school administrators necessary** to promote and maintain a positive climate for learning in our schools. The Handbook also contains the **Student Code of Conduct** that describes what we expect of our students and consequences for inappropriate behavior. Please read the handbook and the **Student Code of Conduct and discuss the contents with your child.**

Every year, Aldine ISD requires all campuses to discuss and review with students the contents of the Student Code of Conduct. Parents can request a written copy of this document or find it on the district web site at www.aldine.k12.tx.us.

To further assist you, campuses will sponsor programs to teach parents effective discipline and communication strategies. For information about the times, dates, and locations of these programs, please contact your son or daughter's school.

I urge you to work closely with our campuses, and stay informed about your child's academic progress and behavior in school. Working together, we will **produce** students who are **the nation's best!**

Sincerely,

Dr. Wanda Bamberg
Superintendent of Schools

EC/PK CENTERS

Jose E. de Santiago EC/PK Center
1420 Aldine Meadows Road, 77032
Maria Galindo, Principal
281-985-7500

Norma Garcia Leza EC/PK
5311 East Mt. Houston Rd. 77093
Juan Santos, Principal
281-985-6037

Jesse Hinojosa EC/PK Center
1620 Lauder Road, 77039
Sandra Arredondo, Principal
281-985-4750

AW Jones EC/PK/K Center
8003 Forest Point Dr, 77338
Gladys Moton, Principal
281-446-1576

Jerry D. Keeble EC/PK Center
203 West Gulf Bank, 77037
Belinda Enojado, Principal
281-878-6860

Nadine Kujawa EC/PK Center
7111 Fallbrook Dr, 77066
Deborah Hagood, Principal
281-878-1514

Versa Reece Academy (Grades PK-K)
2223 Esther Drive, 77088
Sherrie Batro, Principal
281-878-0800

Edward A. Vines EC/PK Center
7220 Inwood Park Drive, 77088
Linda Reed, Principal
281-878-7950

ELEMENTARY SCHOOLS

A. B. Anderson Academy (Grades 1-3)
7401 Wheatley Street, 77088
Julie Johnson, Principal
281-878-0370

Mary M. Bethune Academy (Grades 3-4)
2500 South Victory Drive, 77088
Theresa Craft, Principal
281-878-0380

Kenneth D. Black (Grades K-4)
160 Millstream, 77060
Ash Kirk, Principal
281-878-0350

Doug Bussey (Grades K-4)
11555 Airline, 77037
Maria T. Garcia, Principal
281-878-1501

O. V. Calvert (Grades K-4)
1925 Marvell Drive, 77032
Cheryl Lafleur, Principal
281-985-6360

William R. Carmichael (Grades K-4)
6902 Silver Star Drive, 77086
Monica Stogsdill, Principal
281-878-0345

Inez Carroll Academy (Grades K-4)
423 West Gulf Bank, 77037
Christina Gomez, Principal
281-878-0340

Lola Mae Carter Academy (Grades K-4)
3111 Fallbrook, 77038
Lee Wold, Principal
281-878-7760

R. C. Conley (Grades K-4)
3345 West Greens Road, 77066
Katie Roede, Principal
281-537-5418

Clifford M. Dunn (Grades K-4)
2003 W. W. Thorne Drive, 77073
Terrie Sanchez, Principal
281-233-4320

Willie B. Ermel (Grades K-4)
7103 Woodsman Trail, 77040
Everett Taylor, Principal
713-466-5220

Thomas B. Francis (Grades K-4)
14815 Lee Road, 77032
Dana Stelly, Principal
281-985-6500

Ralph Goodman (Grades K-4)
9325 Deer Trail Drive, 77088
Camelia Chester, Principal
281-878-0355

Thomas B. Gray (Grades K-4)
700 West Road, 77038
Lori Wooley, Principal
281-878-0660

Earl & Hazel Harris Academy (Grades K-4)

3130 Holder Forest Drive, 77088
Innetta Carter, Principal
281-878-7900

Beulah E. Johnson (Grades K-4)

5801 Hamill Road, 77039
Maggie Doran, Principal
281-985-6510

AW Jones Elementary

7903 Forest Point Dr, 77338
Cheryl Fontenot, Principal
281-446-6168

Nadine Kujawa Elementary (Grades K-4)

7007 Fallbrook, 77086
Debera H. Thomas, Principal
281-878-1530

Curtis M. Magrill (Grades K-4)

21701 Rayford Road, Humble, 77338
Denise Butler, Principal
281-233-4300

Ernest F. Mendel (Grades K-4)

3735 Topping Street, 77093
D'Ann Delgado, Principal
713-694-8002

Weaver A. Odom (Grades K-4)

14701 Henry Road, 77060
Susan Perry, Principal
281-878-0390

Gus A. Oleson (Grades K-4)

12345 Vickery Street, 77039
Guadalupe Munoz, Principal
281-985-6530

Orange Grove (Grades K-4)

4514 Mount Houston Road, 77093
Kathleen Cox, Principal
281-985-6540

Grace Raymond Academy (Grades K-4)

1605 Connervale Road, 77039
Jessica Scott, Principal
281-985-6550

Gloria B. Sammons (Grades K-4)

2301 Frick Road, 77038
Jose Almendarez, Principal
281-878-0955

J. Ruth Smith Academy (Grades K-4)

5815 West Little York Road, 77091
Veronica White, Principal
713-613-7650

Richard & Kitty Spence (Grades K-4)

1300 Gears Road, 77067
Debra Carrington, Principal
281-539-4050

Mary W. Stephens (Grades K-4)

2402 Aldine Mail Route, 77039
Raymond Stubblefield, Principal
281-985-6560

Walter & Inez Stovall Academy (Grades K-4)

3025 Ellington, 77088
Tammi Schuler, Principal
281-591-8500

Evelyn S. Thompson (Grades K-4)

220 Casa Grande Drive, 77060
Janie Ruiz, Principal
281-878-0333

Bill Worsham (Grades K-4)

3007 Hartwick Road, 77093
Denise Meister, Principal
281-985-6520

INTERMEDIATE SCHOOLS

Voyde Caraway (Grades 5-6)

3031 Ellington, 77088
Alfred James, Principal
281-878-0320

Lawrence A. Eckert (Grades 5-6)

1430 Aldine Meadows Road, 77032
Todd Armelin, Principal
281-985-6380

Vera Escamilla (Grades 5-6)

5241 E. Mount Houston Road, 77093
Hermilo Ortiz, Principal
281-985-6390

Emmett and Sarah Hill Intermediate (Grades 5-6)

2625 West Mount Houston, 77038
Scott Corrick, Principal
281-878-7775

Jewel Simpson Houston Academy (Grades 5-6)

8103 Carver Road, 77088
Ruby Allen, Principal
281-878-7745

Leonard and Glenda Marcella (Grades 5-6)

16250 Cotillion, 77060
Kathy Sandoval, Principal
281-878-0860

Otice Parker (Grades 5-6)

19850 East Hardy Road, 77073
Candace Hardin, Principal
281-233-8930

Rayford Intermediate (Grades 5-6)

21919 Rayford Rd. 77338
Robert Graham, Principal
281-233-8901

Ruby Reed Academy (Grades 5-6)

1616 Lauder Road, 77039
Gina Rigsby, Principal
281-985-6670

Lillian Hunt Stehlik (Grades 5-6)

400 West Road, 77038
Christi VanWassenhove, Principal
281-878-0300

Bill J. Wilson (Grades 5-6)

3131 Fallbrook Drive, 77038
Todd Roede, Principal
281-878-0990

MIDDLE SCHOOLS

Aldine Middle (Grades 7-8)

14908 Aldine Westfield Road, 77032
Marcus Pruitt, Principal
281-985-6580

Charles R. Drew Academy (Grades 6-8)

1910 West Little York, 77091
Earnest Washington, Principal
281-878-0360

T. S. Grantham Academy (Grades 7-8)

13300 Chrisman Road, 77039
Rebecca Brown, Principal
281-985-6590

Mattie B. Hambrick (Grades 7-8)

4600 Aldine Mail Route, 77039
Rebecca Hoyt, Principal
281-985-6570

Floyd Hoffman (Grades 7-8)

6101 West Little York, 77091
Cheryl Matthews, Principal
713-613-7670

Vernon and Kathy Lewis (Grades 7-8)

21255 W. Hardy Rd.
Cassandra Cosby, Principal
281-209-8257

Willman B. Plummer (Grades 7-8)

11429 Spears Road 77067
John Picklesimer, Principal
281-539-4000

Ray L. Shotwell (Grades 7-8)

6515 Trail Valley Way, 77086
Mable Holt, Principal
281-878-0960

Thomas J. Stovall (Grades 7-8)

11201 Airline Drive, 77037
Elsa Wright, Principal
281-878-0670

Mattie A. Teague (Grades 7-8)

21700 Rayford Road, Humble, 77338
Sonya Hicks, Principal
281-233-4310

NINTH GRADE SCHOOLS

Aldine Ninth
10650 North Freeway, 77037
Jennifer Merryman, Principal
281-878-6800

Benjamin O. Davis Ninth
12211 Ella Blvd. 77067
Heather Kirk, Principal
281-539-4038

Dwight D. Eisenhower Ninth
3550 West Gulfbank, 77088
Laura Hunter, Principal
281-878-7700

Douglas MacArthur Ninth
12111 Gloger Road, 77039
Craig Mullinex, Principal
281-985-7400

Chester W. Nimitz Ninth
2425 W. W. Thorne Drive, 77073
Crystal Watson, Principal
281-209-8200

HIGH SCHOOLS

Aldine High
11101 Airline Drive, 77037
Walter Stewart, Principal
281-448-5231

**G. W. Carver High for Applied Technology,
Engineering and the Arts**
2100 South Victory Street, 77088
Roslaln Sweat, Principal
281-878-0310

Dwight D. Eisenhower
7922 Antoine Drive, 77088
Ben Ibarra, Principal
281-878-0900

Benjamin O. Davis
12525 Ella Blvd 77067
Tom Colwell, Principal
281-539-4070

Douglas MacArthur
4400 Aldine Mail Route, 77039
Kristin Craft, Principal
281-985-6330

Chester W. Nimitz
2005 W. W. Thorne Drive, 77073
Alex Jordan, Principal
281-443-7480

Victory Early College High School
2330 S. Victory Street, 77088
Phyllis Cormier, Principal
281-618-5800

SPECIAL PROGRAM SCHOOLS

Wilmer T. Hall Center for Education
15014 Aldine Westfield, 77032
Winston Steele, Principal
281-878-6900

Ellen B. Lane/GAP Center
14900 Aldine Westfield Road, 77032
Regina Hunter-Moss, Principal
281-985-6350

Compass
DAEP
1617 Lauder Rd. 77039
James Metcalf, Principal
281-985-6685

COMMON TERMINOLOGY FOR HARRIS COUNTY SCHOOL DISTRICTS

- **Shelter in place**

This procedure will be used in any situation other than weather that may be a hazard to health or life threatening. This means all windows and doors will be locked and the air conditioning system will be shut down. No one will be allowed to enter or leave a building that has activated SHELTER IN PLACE procedures. This means parents will not be able to pick up children from school. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Once the “ALL CLEAR” is given, students and teachers will return to their regular activities or a parent/student reunification (student pickup) program may be initiated. If a school is sheltering in place, parents should also shelter in place at home.

- **Shelter in place, Weather only**

This procedure will be used when weather conditions exist that may place a school or schools in immediate danger. Students and staff will be sheltered inside buildings away from outside windows or doors. Buildings will be open for entry only. There will be no exit until the “ALL CLEAR” is given. When the “ALL CLEAR” is given, normal activities may resume or a parent/student reunification (student pickup) program may be initiated.

- **Lockdown**

This procedure will be used when an intruder invades the premises or there is imminent danger to the campus. All doors, windows, and classrooms will be locked. Students and teachers will remain in their classrooms until the “ALL CLEAR” signal is given. Under lockdown procedure, no one will be allowed to enter or leave the building. Parents will not be allowed to pick up children from school. The local authorities will provide assistance, if needed. Once the “ALL CLEAR” is given, students and teachers will return to their regular activities or the parent/student reunification (student pickup) process will go into effect.

- **Terrorism**

According to federal law, terrorism is the unlawful use of force or violence committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance or political or social objectives.

- **Weapons of Mass Destruction (WMD)**

According to the FBI, weapons of mass destruction may be simply defined as:

- Destructive devices
- Chemical weapons
- Biological weapons
- Nuclear/radiological weapons

- **Reunification/Child Pickup**

Based on reports from emergency personnel, the danger or threat has passed and the area is safe for children and parents. The district/school will identify the locations, time and checkout process for parents to pick up children.

Terminología común para situaciones de emergencia

- **Refugio en las instalaciones (Shelter in Place)**

Este procedimiento se refiere a toda situación no climática que puede perjudicar la salud y la vida de las personas afectadas. Esto significa que todas las puertas y ventanas permanecerán cerradas y se apagará todo el sistema de ventilación. Una vez que el procedimiento REFUGIO EN LAS INSTALACIONES ha sido iniciado, nadie podrá entrar ni salir del edificio. Por lo tanto, los padres no podrán recoger a sus niños de la escuela. Los niños estarán más seguros dentro del edificio ya que no estarán expuestos a ningún peligro que pueda existir al exterior de la escuela. Una vez que pase el peligro y se anuncia el FIN DEL ALERTA (ALL CLEAR), los estudiantes y maestros podrán volver a sus actividades normales o se podrán iniciar las actividades para reunificar a los alumnos con sus padres. Cuando las escuelas inician el proceso de REFUGIO EN LAS INSTALACIONES, los padres deben implementar el mismo proceso en el hogar.

- **Refugio en las instalaciones para emergencias climáticas**

Este procedimiento se implementa cuando hay condiciones climáticas que presentan un peligro inmediato a las instalaciones escolares. Los alumnos y el personal de la escuela permanecen dentro del edificio lejos de todas las puertas y ventanas exteriores. El edificio permanece accesible pero no se puede salir hasta que anuncie el FIN DEL ALERTA (ALL CLEAR). Una vez que pase el peligro y se anuncia el FIN DEL ALERTA (ALL CLEAR), los estudiantes y maestros podrán volver a sus actividades normales o se podrán iniciar las actividades para reunificar a los alumnos con sus padres.

- **Lockdown**

Este procedimiento ocurre cuando hay un intruso o una situación que presente un peligro inminente en las instalaciones escolares. Todos los salones de clase, ventanas y puertas permanecen cerradas. Los alumnos y maestros permanecen en sus salones de clase hasta que se dé la señal del FIN DEL ALERTA (ALL CLEAR). Bajo este procedimiento, nadie puede entrar ni salir del edificio. Los padres no podrán recoger a los niños de la escuela. Una vez que pase el peligro y se anuncia el FIN DEL ALERTA (ALL CLEAR). Bajo este procedimiento, nadie puede entrar ni salir del edificio. Los padres no podrán recoger a los niños de la escuela. Una vez que pase el peligro y se anuncia el FIN DEL ALERTA (ALL CLEAR), los estudiantes y maestros podrán volver a sus actividades normales o se podrán iniciar las actividades para reunificar a los alumnos con sus padres.

- **Terrorismo**

Según la ley federal, el terrorismo es el uso ilegal de la fuerza o violencia en contra de cualquier individuo u propiedad con el propósito de intimidar o amedrentar al gobierno, la población civil, o cualquier entidad de los mismos, para promover objetivos políticos o sociales.

- **Armas de destrucción de masas (Weapons of Mass Destruction)**

Según la agencia federal FBI, las armas de destrucción de masas se refieren a:

- Mecanismos o dispositivos destructivos
- Armas químicas
- Armas biológicas
- Armas nucleares/radiológicas

- **Reunificación**

En base a los reportes presentados por el personal de emergencias, el peligro o las amenazas han cesado y las instalaciones están seguras para los niños y los padres. La escuela o el distrito anunciará los lugares, los horarios y el proceso que permitirán a los padres de recoger a sus niños.

**Aldine Independent School District
2013-2014 School Year Calendar**

August 14-16 (Wednesday-Friday)	Staff Development Days
August 19-23 (Monday-Friday)	Staff Development Days
August 26 (Monday)	First Day of Instruction
September 2 (Monday)	Labor Day Holiday
October 14 (Monday)	Columbus Day Holiday
November 25-29 (Monday-Friday)	Thanksgiving Holiday
December 23-Jan 3 (Monday-Friday)	Mid-Winter Break
January 17 (Friday)	Staff Development Day (Student Holiday) End of first semester (87 instructional days)
January 20 (Monday)	Martin Luther King Holiday
January 21 (Tuesday)	Beginning of second semester
February 17 (Monday)	President's Day Holiday
March 10-14 (Monday-Friday)	Spring Break
April 18 (Friday)	Good Friday Holiday
May 26 (Monday)	Memorial Day Holiday
June 5 (Thursday)	Last Day of Instruction End of second semester (90 instructional days)
June 6 (Friday)	Staff Development Day
October 14 (Monday)	Inclement weather day
November 25 (Monday)	Inclement weather day
February 17 (Monday)	Inclement weather day
May 26 (Monday)	Inclement weather day

**Aldine Independent School District
2013-2014 School Year Calendar**

PROMOTION REQUIREMENTS

- Fifth grade students must pass the STAAR reading and math test in order to be eligible for promotion to the sixth grade.
- Eighth grade students must pass the STAAR reading and mathematics test in order to be eligible for promotion to the ninth grade.

GRADUATION REQUIREMENTS REQUIRED BY ALDINE INDEPENDENT SCHOOL DISTRICT

In Order to Receive a High School Diploma and Walk in the Graduation Ceremonies, Students Who Entered 9th Grade Prior to Fall of 2011 Must Successfully Complete All Four Sections of the Exit Level TAKS Test and successfully complete all required coursework.

→ STAAR (State of Texas Assessments of Academic Readiness) – End of Course If a student is enrolled in the 9th grade FOR THE FIRST TIME in the Fall of 2011 or after, and plans to graduate from a Texas public high school, the student will be required to pass the STAAR End of Course exams (EOC).

TESTING REQUIREMENTS FOR HIGH SCHOOL GRADUATION

➔ EXIT LEVEL TAKS (Texas Assessment of Knowledge and Skills) – English Language Arts, Mathematics, Science and Social Studies)

If the student was in the 11th grade in the spring of 2004 or later and plans to graduate from a Texas public high school in the spring of 2005 or later, the student will be required to pass the English Language arts, Mathematics, Science, and Social Studies sections of **the TAKS** exit level test. The first time the student can take this test is in the spring of 11th grade. If the student does not pass one or more **sections** of this test the first time, he/she can take that **section** again whenever it is given **until he/she has passed each section**.

TAKS is the graduation requirement for students enrolled in Grade 9 prior to Fall, 2011.

The 11th grade **TAKS** exit level test will cover material about the following academic subjects:

- ❖ English Language Arts, including at least English III and Writing
- ❖ Mathematics, including at least Algebra I and Geometry
- ❖ Social Studies, including Early American History and United States History
- ❖ Science, including at least Biology and Integrated Chemistry and Physics

➔ STAAR (State of Texas Assessments of Academic Readiness) - End of Course Tests

If the student is enrolled in the 9th grade **FOR THE FIRST TIME** in the Fall of 2011 or after, and plans to graduate from a Texas public high, the student will be required to pass the STAAR End of Course tests (EOC). If the student is enrolled in one of the EOC courses, the student must take the appropriate EOC test for that subject. The EOC tests are given in the following subjects:

- English I, English II
- Algebra I
- Biology
- United States History

To graduate under STAAR, a student must a student must achieve a passing score as determined by the State.

NOTE: Passing the TAKS or STAAR test is just one of the graduation requirements. In order to receive a high school diploma and walk in the graduation ceremonies, students must successfully complete all four sections of the 11th grade TAKS test or meet the requirements for STAAR. School counselors have information regarding testing and other graduation requirements.

GENERAL POLICIES



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GENERAL POLICIES

I. ELIGIBLE SCHOLASTICS

A. GENERAL ELIGIBILITY

A person who is five years of age or older and under the age of 21 on the first day of September of the scholastic year is eligible to attend the public schools of this school district if such person resides in the school district and has not graduated from high school.

A child may be enrolled in the first grade if the child is:

1. at least six (6) years of age on or before September 1 of the current school year, or
2. has been enrolled in the first grade or has completed kindergarten in the public schools of another state prior to transferring to the district.

Children who are at least five (5) years of age on September 1 of the current school year may attend kindergarten.

A child who is at least four (4) years of age on September 1 of the current school year may attend pre-kindergarten if the child is unable to speak and comprehend the English language, the child's family meets the required economic guidelines, the child is homeless, or the child is the child of a member of the U.S. Armed Forces who was injured or killed while serving on active duty and/or the child has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing.

Persons who have been expelled from another public school are not eligible for enrollment in this district's schools until the period of expulsion has expired. Persons who have been placed in an alternative setting in another public school will be eligible for enrollment only in the district's alternative education program until the period of placement has expired.

B. RESIDENCE

The residence of a minor (a child under the age of eighteen (18) years) is presumed to be the residence of the child's parent, guardian, or other person having lawful control under a court order. An adult student's residence for school purposes shall be the place where the person most regularly lives. Unless enrolled in magnet schools, or as otherwise permitted by this policy, students are required to attend the schools in which their residence is zoned.

C. CESSATION OF ELIGIBILITY

If the person moves outside the district, eligibility to attend schools in the district ceases and the person must withdraw from school no later than the end of the semester in which the move occurred. If the person moves from one attendance zone within the district to another attendance zone within the district during the school year, the person must transfer to the school in which the residence is zoned not later than at the end of the semester in which the move occurred. In either case, the person will need to obtain a transfer through the office of the assistant superintendent of administration. If the school district determines that a person resides in another attendance zone and is not eligible to continue attending the current school, the person will be transferred to the appropriate school immediately. If the school district determines that a person resides in another school district and is not eligible to continue attending the current school, the person will be withdrawn immediately and charged for the tuition costs for the time in which the person was enrolled improperly.

D. PARTICIPATION IN UNIVERSITY INTERSCHOLASTIC LEAGUE ACTIVITIES

A person's eligibility to participate in activities of the University Interscholastic League (UIL) is governed by UIL rules and regulations. A person may be able to attend a particular school in this school district but

be ineligible to participate in UIL activities at that school. A person who participates in UIL activities when ineligible places the school and other students' eligibility in jeopardy. A student who desires to participate in UIL activities is responsible for coordinating with the appropriate director, coach, or other school sponsor of the activity to ensure that the student meets UIL eligibility guidelines.

Legislative Change: No Pass, No Play

SBI 33.081. EXTRACURRICULAR ACTIVITIES.

A student who is enrolled in a school district in this state or who participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Subsection (d) are met. A suspension does not last beyond the end of a school year. For purposes of this subsection, "grade evaluation period" means:

- The six-week grade reporting period; or
- The first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.

Until the suspension is removed under this subsection or the school year ends, a school district shall review the grades of a student at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.

Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards must be based on the student's failure to meet the requirements of the student's individualized education program. The determination of whether a disability significantly interferes with a student's ability to meet regular academic standards must be made by the student's admission, review, and dismissal committee. For purposes of this policy "student with a disability" means a student who is eligible for a district's special education program.

A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.

An appeal to the commissioner is not a contested case under Chapter 2001, Government Code, if the issues presented relate to a student's eligibility to participate in extracurricular activities, including issues related to the student's grades or the school district's grading policy as applied to the student's eligibility. The commissioner may delegate the matter for decision to a person the commissioner designates. The decision of the commissioner or the commissioner's designee in a matter governed by this may not be appealed except on the grounds that the decision is arbitrary or capricious. Evidence may not be introduced on appeal other than the record of the evidence before the commissioner. These guidelines are subject to change at any time as a result of UIL or TEA action.

E. TEMPORARY INTRA-DISTRICT TRANSFER FOR UNIQUE SCHOLASTIC PROGRAMS

If a student desires to enroll in a unique scholastic program which is not offered in the school in which the student's residence is zoned but which is offered in a grade-appropriate traditional school in another attendance zone, the student may apply to the assistant superintendent of administration or the superintendent's designee for a temporary intra-district transfer to the school which offers the program. If permission to transfer is granted, the student may participate in the academic and extra-curricular activities of the new school while enrolled in the program. However, this participation is subject to rules including but not limited to UIL rules, *no pass-no play*, and the student code of conduct. If the administration, at its discretion, determines that the student has not made satisfactory progress in the program or does not attend classes regularly, the student's transfer will be rescinded administratively. The temporary transfer expires

automatically upon the student's completion of or withdrawal from the program or if the program becomes offered at the student's zoned school. The district does have the right to revoke the transfer of any transfer student for violating the District's Student Code of Conduct. **The district may exercise that right at any time during the year.**

F. JUNIORS AND SENIORS

If the student's residence changes to another attendance zone or another school district after the student has started attending classes in the student's junior year, the school district will allow the student to remain enrolled at the current school until graduation. In order to receive permission not to transfer or withdraw, the student must deliver a written application to the assistant superintendent of administration or the superintendent's designee prior to the beginning of the semester which follows the semester during which the move occurred. If permission is granted to allow the student to continue attending the current school, the student will be responsible for transportation to and from school and school activities. Out of district residents allowed to continue under this provision shall pay out-of-district tuition for the senior year only. Only students who comply strictly with this provision will be allowed to continue attending the school until graduation. The district does have the right to revoke the transfer of any transfer student for violating the District's Student Code of Conduct. **The district may exercise that right at any time during the year.**

G. FOREIGN EXCHANGE STUDENTS

The number of Foreign Exchange Students desiring enrollment in the Aldine Independent School District is limited to two students at each traditional high school (Aldine, Eisenhower, MacArthur and Nimitz). This is granted by a waiver from the Texas Education Agency. Foreign Exchange Students are accepted on a first come, first serve basis after meeting requirements for admissions.

H. FOSTER CARE STUDENTS

Foster care children may attend the schools of the district if they live with resident foster parents as their placement by an agency of the state or by a political subdivision. Students who are enrolled in high school and placed in non-resident temporary foster care by the Department of Human Resources may attend without tuition the high school in which they were enrolled when the temporary placement was made.

I. CHILDREN OF DISTRICT EMPLOYEES

Eligible students who reside in the home of employees of the school district may apply to the Assistant Superintendent for Administration for an intra-district or inter-district transfer to attend a traditional school in attendance zones in which they do not reside, and for as long as those schools have capacity for out-of-zone students and the school is close to the employee's place of employment. If granted, the transfer must be renewed each year in April, by submitting a completed transfer form in order to be eligible to attend school for the next year.

If the employee terminates employment with the school district, the student's eligibility to attend the school ceases at the end of the semester in which the employment was terminated. No later than the first Friday in April each year, students who reside outside the school district must submit to the Assistant Superintendent for Administration a completed state transfer request form in order to be eligible to attend school for the next year. The district does have the right to revoke the transfer of any transfer student for violating the District's Student Code of Conduct. **The district may exercise that right at any time during the year.**

J. MINORS LIVING SEPARATE AND APART FROM PARENTS/GUARDIANS

A minor may apply to the assistant superintendent of administration or the superintendent's designee for a determination that the minor has established a residence for school purposes separate and apart from the minor's parent, guardian, or other person having lawful control under a court order. The application must be filed by the minor's parent, guardian, or other person having lawful control under a court order and must establish that the presence of the minor is not for the primary purpose of participation in extra-curricular

activities. If the applicant is not satisfied with the determination, the applicant may appeal to the Board of Trustees.

K. HOMELESS CHILDREN

A homeless child is a minor who lacks a fixed, regular, and adequate residence or who has a primary nighttime residence either in a supervised, publicly or privately operated shelter for temporary accommodations, in an institution providing temporary residence for individuals intended to be institutionalized, or in a public or private place not designated for or ordinarily used as a regular sleeping accommodations for human beings. A person who claims to be a homeless child may apply to the assistant superintendent of administration or the superintendent's designee for enrollment. A homeless child's residence for school purposes shall be the place where the child most regularly lives.

L. HARDSHIP / SCHOOL SAFETY CHOICE OPTION (NCLB)

Persons who desire transfers because of hardship conditions must contact the assistant superintendent of administration or the superintendent's designee. The district does have the right to revoke the transfer of any transfer student for violating the District's Student Code of Conduct. **The district may exercise that right at any time during the year.**

A student who becomes a victim on campus of one of the violent criminal acts listed below is entitled to transfer to another classroom and/or another grade appropriate campus if the act was perpetrated by another student on that campus.

- Attempted murder
- Indecency with a child
- Aggravated kidnapping
- Assault on student
- Aggravated assault on student
- Sexual assault or aggravated sexual assault against a student
- Victim of bullying

The parent and/or guardian may apply to the assistant superintendent of administration for a transfer to another grade appropriate campus in the Aldine District if a student becomes a victim on campus of one of the acts listed above. If the transfer is approved the move would be immediate. The student would remain at the grade appropriate school for the remainder of the school year and the parent and/or guardian may apply yearly for continuation of the transfer.

M. GRANDPARENTS

A student may enroll in the district if the grandparent resides in the school district and the grandparent provides a substantial amount of care before or after school (3-5 days). Also, a student may live in the district but attend the zoned school based on the grandparent's address if the grandparent provides this level of care. Person's who desire transfers under this policy must contact the assistant superintendent of administration and complete a transfer request. The district does have the right to revoke the transfer of any transfer student for violating the District's Student Code of Conduct. **The district may exercise that right at any time during the year.**

N. DOCUMENTATION

In order to determine whether persons seeking admission into or to remain enrolled in the district schools are qualified as residents of the school district, the district may require documentation sufficient to indicate that the persons maintain their bona fide residence in the school district or in a particular attendance zone in the school district.

Not later than 30 days after a parent or other person with custody of a child enrolls the child in a district school, the parent or other person, or the school district in which the child most recently attended school, shall furnish to the district the following:

1. The child's birth certificate or another document suitable as proof of the child's identity.
 - A copy of the child's records from the school the child most recently attended if the child were previously enrolled in a school in Texas or in another state.

If a child is enrolled under a name other than the name that appears in the identifying documents or records, the district shall notify the missing children and missing persons' information clearinghouse of the child's name as shown on the identifying records and the name under which the child is enrolled.

If the required documents and other records are not furnished to the district within 30 days after enrollment, the district shall notify the police department or the sheriff's department and request a determination of whether the child has been reported as missing.

When accepting a child for enrollment, the district shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and that enrolling the child under false documents makes the person liable for tuition or other costs as provided by law.

A person who knowingly falsifies information on a form required for a student's enrollment in the district shall be liable to the district if the student is not eligible for enrollment but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the district may charge or the amount the district has budgeted per student as maintenance and operating expense, whichever is greater.

O. **CREDIT BY EXAMINATION – (Assessment for Acceleration – No Prior Instruction)**

Credit by Examination (CBE) provides an alternative process for grade placement and for granting of course credit for students with no prior instruction in the grade level or course. The district will administer CBE tests in language arts, mathematics, science, and social studies for grades 1-6. For secondary courses, grades 7-12, most academic subjects will be tested by semester. The tests are administered at a time scheduled by the district. These examinations provide a way for students who have good command of a subject area or course content to accelerate. Granting of acceleration requires district recommendation and is subject to written approval by the student's parent or guardian.

A request for CBE must be submitted in writing to the principal/assistant principal. A CBE registration form indicating the grade level/subject area for testing and signed by the parent or guardian must be completed for each student. A student must meet the eligibility requirements for enrollment in order to register.

Assessment for Acceleration

Kindergarten

Students are required to reach the age of five years on or before September 1 in order to attend kindergarten. Acceleration to first grade will be determined through established district procedures.

Grades 1-6

Students must score a minimum of 90 percent on each area of criterion-referenced tests that cover the essential knowledge and skills in reading/language arts, mathematics, social studies, and science for the grade they wish to skip.

Grade 7-8

Students must score a minimum of 90 percent on each area of a criterion-referenced semester test that covers the essential knowledge and skills in the subject they wish to skip. Students must take one exam for each semester in the subject area they wish to skip: reading, English, mathematics, social studies, and science.

A course that is taken for high school credit, i.e., algebra, foreign language, must meet the high school course requirements.

High School Courses

Students must take an exam for each semester of an academic course they wish to skip. A student must score a minimum of 90 percent on each subject area exam to be awarded a ½ unit of credit: no grade points will be awarded. Any passing scores on the exams will be recorded on the student's academic achievement record.

P. OVER-AGE ENROLLMENT

Over-aged students between the ages of 21-26 may enroll if they live in the district and have not graduated from high school if the following conditions are met. This policy is consistent with HB 1137 allowing districts to enroll students between the ages of 21-26.

1. Student must be able to obtain their diploma within the school year in which they are enrolling.
2. Student must have good attendance until completion (no more than 2 unexcused absences or no more than 5 total absences).
3. Student must achieve and maintain passing grades each six weeks until completion.
4. Student must have passed two portions of the exit level TAKS test with reasonable expectations that the remaining portions will be passed before the end of the school year.
5. Student must have been enrolled in a school setting within the preceding 3 years.
6. Student must submit to a criminal background check.
7. Student must not have a history of major behavior problems at school.
8. Student must not have any criminal record of felony conviction.
9. Student must not have any misdemeanor involving moral turpitude within the last year.
10. Student must not have any charge of any Title 5 offense.
11. Any student admitted under this policy will be withdrawn if the student engages in any conduct listed as a category 2 or 3 behavior in the Aldine Student Code of Conduct.

Students meeting these enrollment criteria will meet with the assistant superintendent of administration to determine the appropriate campus of enrollment.

Students receiving educational services under the Individual with Disabilities Act (IDEA) 2004 are eligible for educational services through the student's 22nd year, unless the student has graduated with a regular diploma.

Q. ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

ALDINE ISD
GRADE CHECK DATES FOR UIL
2013-2014

- I. Check all extra-curricular students' grades at the end of the 1st six weeks:
August 26.....start school
October 4.....six-week eligibility check
October 11.....loss/gain eligibility (end of the school day)

- II. Check all extra-curricular student' grades at the end of each nine week grading period:
 - a. If passing, check again at the end of each nine week grading period:

October 25.....nine-week grading period ends
January 17.....nine-week grading period ends
March 28.....nine-week grading period ends
June 5nine-week grading period ends

 - b. If failing, at nine-week grading period, check grades each three weeks until student is passing all classes (see schedule below):

CHECK DATES

October 4
October 25
November 22
December 13
January 16
February 7
February 28
March 28
April 17
May 9
June 5

ELIGIBILITY DATES

October 11 (Loss)
November 1 (Gain/Loss)
December 2 (Gain)
December 20 (Gain)
January 23 (Loss/Gain)
February 14 (Gain)
March 7 (Gain)
April 4 (Loss/Gain)
April 24 (Gain)
May 16 (Gain)

*TEST Dates-October 21-24; December 2-5; March 3- 6; March 31- April 3; April 22- 24; May 5-16

- *All students are eligible November 22nd – December 2nd
(All students lose eligibility gained during Thanksgiving Break Dec. 2nd)
- *All students are eligible Dec. 20th – Jan 6th)
(All students lose eligibility gained during Winter Break Jan. 6th)
- *All students are eligible March 7th-March 17th
(*All students lose eligibility gained during Spring Break March 17th)

II. ATTENDANCE POLICY

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

State law requires that every child in the state who is six years of age or who is less than six years of age, but has previously been enrolled in the first grade, be enrolled in school. Students must continue to be enrolled in school until the completion of the academic year in which their eighteenth (18) birthday occurs. Attendance shall be for a minimum of 160 days for grades Pre-K through 6 and a minimum of eighty (80) days each semester for grades 7-12. High school students may only have three (3) unexcused absences per semester or course credit may be denied. However, if a student 18 years or older has five (5) unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

A student who fails to attend classes for at least 90 percent of the days the class is offered cannot receive credit for the class—even if the absences were excused by the school district for medical or other reasons. (TEC 25.092) Students who are in attendance fewer than the minimum number of days required may petition a school-board appointed attendance committee to allow the student to receive course credit, and could then appeal an adverse ruling to the school board. A school board's denial of course credit could then be appealed to a district court.

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Emergency medical or dental attention
4. Absences approved by the principal in advance
5. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons. **Only 5 notes are allowed per semester.**

Unexcused absences include but are not limited to truancy, missing the bus, over-sleeping, and absences not excused in advance by the principal. Students will not receive credit for that class if they are in attendance fewer than 160 days per year (Pre-K - 6), or 80 days per semester (7-8). In high school, credit may be denied on the fourth (4th) unexcused absence. An attendance committee may grant exceptions when extenuating circumstances merit an exception. A tardy is defined as lateness to class up to twenty minutes. After twenty minutes, the student is considered absent from that class.

A student having unexcused absences and/or tardies to school 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period from school can result in legal prosecution. School employees must investigate and report violations of the state compulsory attendance law. A school-aged student deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A student receives an unexcused tardy if he or she arrives to school after he bell rings: tardies include, but are not limited to, missing the bus, car trouble, over-sleeping, or traffic problems. A doctor or dentist appointment with proper documentation is not considered a tardy. (Family Code SEC. 51.03)

Education Code 25.087 and 19 TAC 129.21 allows a district to count as present for ADA purposes students who are absent for any of the following circumstances:

1. Participation in a board-approved and appropriately supervised extracurricular activity or performance;
2. Participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
3. Screening, diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose) (Requires documentation from the medical professional);
4. Religious holy days (including one day of travel to and one day from an observance site);
5. Sounding "Taps" at a military funeral held in Texas for a deceased veteran (grades 6 through 12);
6. Attending required court appearance (including one day of travel to and one day from the court if necessary). (Requires documentation from the court). Absences to meet with probation officers do not qualify, but will be excused if they meet the criteria in 19 TAC 129.22(a).
7. An appointment with a health care professional (if the student misses only a portion of the school day). (Requires documentation from the medical professional).

A parent shall provide appropriate documentation for a student absent from school for the above reasons.

Students should follow these steps when absent:

1. Ask parents to call the school in the morning on the day of the absence.
2. Have a parent or guardian write an excuse giving the name, date, days of absence, and reason for absence.
3. Present the excuse to the appropriate school personnel immediately upon arriving at school. **Only 5 notes are allowed per semester.**
4. The absentee note must be brought to school the day the student returns to school from the absence.
5. **Failure to bring a note will result in an unexcused absence.**
6. Upon returning to school, students are to make immediate contact with the teacher to make up work missed due to excused absences. Grades will definitely reflect work missed if work is not made up. Under normal circumstances all work of this nature must be completed and given to the teacher based on the number of days absent. (i.e., If you are absent one (1) day, then you have one (1) day to turn in all work missed.)

In accordance with Section 25.095 Warning Notices, if a student is absent from school for 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:

- The student's parent is subject to prosecution under Section 25.093; and
- 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.

- Section 25.087 states the following related to unexcused absences.
 - It is the parent’s duty to monitor the student’s school attendance and require the student to attend school; and
 - Request a conference between school officials and the parent to discuss the absences.
 - The parent is held accountable for the student’s unexcused absence from school.
 - Parent is the parent/person standing in a parental relation.
7. Students must not sign their parents' name even with the parents' permission. This is forgery and may result in removal.

Aldine ISD emphasizes the importance of good student attendance. Once the student has reached the legal limit of unexcused absences, a warning letter will be sent to your home and hand-delivered to the student in school. Within five days of receipt of this letter, the parent will be required to attend a conference at school to discuss the student’s truancy problem and attempt to rectify it before criminal charges are filed. If the student continues to incur additional unexcused absences, the school will file a case in the Justice of the Peace court, where the parent and student must appear in response to the charges. Further, a more comprehensive program will be implemented, where the student must not miss additional school days and must submit to a social service evaluation, and, where applicable, follow up on social service referrals. If the student deviates from the terms of the program then additional conditions will be added, such as attendance at a truancy camp and completion of community service hours. Non-compliance will ultimately lead to charges against the student in Harris County Juvenile District Court.

III. REGISTRATION

A. PRE-KINDERGARTEN ENROLLMENT

To be enrolled in the Aldine ISD pre-kindergarten program a child must:

- Be four (4) years old on or before September 1
- Be limited English speaking and/or
- Meet the required economic guidelines and/or
- Be homeless and/or
- Be the child of an active duty member of the U.S. Armed Forces and/or
- Be the child of a member of the U.S. Armed Forces who was injured or killed while serving on active duty and/or
- Be a child who has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing.
- Complete new student requirements

Pre-Kindergarten students must meet the same attendance guidelines as required by the district for regular students, or the student may be withdrawn.

Parent(s) and/or guardian(s) are encouraged to participate in parenting workshops (2 hours each 6 weeks for the school year) for the student to remain in the program.

Homework will be required.

B. NEW STUDENT REQUIREMENTS

1. An official city, county, or state birth certificate to show evidence of birth date is required for all students who have not been enrolled in an Aldine school. Acceptable documents of identification are driver's license, passport, school ID card, school record, school report card,

hospital birth records, adoption records, church baptismal record, or another legal document that establishes identity. Note: Original document, certified copy, or photocopy made and certified by the county clerk or other official who keeps the record of the above listed documents, qualify as acceptable proof of identity.

2. Students previously enrolled in a school should present the most recent report card to verify grade placement. All students entering from another Texas school must bring their most recent report card or transfer papers from the school previously attended.
3. Proof of residence is required. Examples of proof of residence include lease agreement, house title, current electric bill, current gas bill and/or current water bill.
4. Student's social security number is recommended.
5. Students who do not reside in the Aldine ISD but whose grandparents reside in the Aldine ISD and provide a substantial amount of after-school care for the student as determined by the district's board of trustees may be eligible for enrollment. Students who reside in Aldine but in a different attendance zone than their grandparents may attend the school their grandparents are zoned to if the grandparents provide substantial amount of after-school care under the same provision. (A substantial amount of time is three or more days per week.) Both of these situations require a transfer through the assistant superintendent of administration. The district has the right to revoke the transfer for violations of the District Student Code of Conduct. **The district may exercise that right at any time during the school year.** HB2
6. For students with severe food allergies
 - On enrollment, parents are asked to disclose whether their child has a food allergy.
 - Upon verification from a physician, dietary accommodations will be made by the child nutrition department.
 - Parents will be asked to participate in the development of an individualized health care plan relating to the documented allergy.
 - Parents will be asked to bring rescue medications to the school clinic.
 - In the case of a life threatening food allergy, the school principal will collaborate with the school nurse to send letters to other parents of the class requesting parents to voluntarily refrain from sending any food products containing the allergen to class or after school activities.

C. COMPULSORY IMMUNIZATION REQUIREMENTS

To protect the health and welfare of its students and employees, the Board of Education and the State of Texas require that all students be immunized. The minimum immunization requirements are as follows:

2013-2014

MINIMUM VACCINE REQUIREMENTS FOR ALDINE STUDENTS

This document serves as a reference for enrolling students and reflects revisions for the 2010-2011 school year as indicated in the *Minimum Vaccine Requirements for Texas Children, Texas Department of State Health Services*. Please consult the School Nurse or the Program Director of Health Services for questions or special circumstances not covered in this document.

EARLY CHILDHOOD (By 36 months)

- DTP/DTaP/DT¹ - 4 doses
- Polio¹ - 3 doses
- MMR^{1, 2} (measles, mumps and rubella)-1 dose on or after 1st birthday
- Hib³ vaccine – 1 dose on or after 15 months *or* completed primary series **plus** booster. Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) **and** a booster dose on or after 12 months of age, received at least two months after the last dose.
- Varicella ^{1,2,4}- 1 dose or documentation of previous chicken pox illness
- Hepatitis A² – 2 doses
- Hepatitis B ² – 3 doses
- PCV (Pneumococcal Conjugate Vaccine) - 1 dose on or after 24 months *or* completed primary series **plus** booster. Complete Series = 2 or 3 doses depending on the age given (two months apart) **and** a booster dose received on or after 12 months of age and at least two months after the last dose.

PRE-K (by 48 months)

- DTP/DTaP/DT¹ – 4 doses (including one dose on or after 4th birthday)
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR ^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hib³ vaccine - 1 dose on or after 15 months *or* completed primary series plus booster. Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) **and** a booster dose on or after 12 months of age, received at least two months after the last dose
- Varicella^{1,2,4} - 1 dose or documentation of previous chicken pox illness
- Hepatitis A² – 2 doses
- Hepatitis B ² – 3 doses
- PCV (Pneumococcal Conjugate Vaccine) - 1 dose on or after 24 months *or* completed primary series **plus** booster. Complete Series = 2 or 3 doses depending on the age given (two months apart) **and** a booster dose received on or after 12 months of age and at least two months after the last dose

KINDERGARTEN (Age 5 at Kindergarten Entrance)

- 1st GRADE**
- DTP/DTaP/DT/Td¹-4 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR ^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart
 - Hepatitis B ² – 3 doses
 - Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness
 - Hepatitis A – 2 doses
- 2nd GRADE
(Age 7 or older)**
- DTP/DTaP/DT/Td¹-4 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR ^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
 - Hepatitis B ² – 3 doses
 - Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness
 - Hepatitis A- 2 doses
- 3rd GRADE**
- DTP/DTaP/DT/Td¹-3 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR ^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
 - Hepatitis B ² – 3 doses
 - Varicella^{1,2,4} 2 doses or documentation of previous chicken pox illness
 - Hepatitis A- 2 doses
- 4th GRADE**
- DTP/DTaP/DT/Td¹-3 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR^{1, 2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
 - Hepatitis B ² – 3 doses
 - Varicella^{1,2,4} -2 doses or documentation of previous chicken pox illness
 - Hepatitis A – 2 doses
- 5th GRADE**
- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
 - Hepatitis B ^{2,3} – 3 doses
 - Varicella^{1,2,4} -1 dose or documentation of previous chicken pox illness
- 6th GRADE**
- DTP/DTaP/DT/Td¹-3 doses (including one dose on or after 4th birthday)
 - Polio¹ – 3 doses (including one dose on or after 4th birthday)
 - MMR^{1,2}(measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
 - Hepatitis B ^{2,3} – 3 doses

7th GRADE

- Varicella^{1,2,4} -1 dose or documentation of previous chicken pox illness
- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 5 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness
- Meningococcal – 1 dose

8th GRADE

- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 10 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness
- Meningococcal – 1 dose

9th GRADE

- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 10 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness
- Meningococcal – 1 dose

10th GRADE

- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 10 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} - 2 doses or documentation of previous chicken pox illness (two doses Varicella required if first dose received at age 13 or older)
- Meningococcal – 1 dose

11th GRADE

- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 10 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)
- MMR^{1,2} (measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} -2 doses or documentation of previous chicken pox illness (two doses Varicella required if first dose received at age 13 or older)
- Meningococcal – 1 dose

12th GRADE

- DTP/DTaP/DT/Td¹ – 3 doses (including one dose on or after 4th birthday) and one dose Tdap required 10 years after last dose DTP/DTaP/DT/Td
- Polio¹ – 3 doses (including one dose on or after 4th birthday)

- MMR^{1,2}(measles, mumps and rubella) – 2 doses on or after 1st birthday and at least 28 days apart (or 1 dose MMR plus 1 dose measles)
- Hepatitis B^{2,3} – 3 doses
- Varicella^{1,2,4} -1 dose or documentation of previous chicken pox illness (two doses Varicella required if first dose received at age 13 or older)

¹Receipt of the dose up to and including 4 days before the birthday will satisfy the school entry immunization requirements. DTP and Polio immunization for student in grades K-12 received prior to April 1, 2004 that were received within the calendar month of the 4th birthday will satisfy this requirement

²Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³ Comvax or Pentavenlente – only 3 doses required if the 3rd dose is on or after the first birthday, all others require 4 doses.

⁴Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous Illness may be documented with a written statement from a physician, school nurse, or the child’s parent or guardian containing wording such as “This is to verify that (name of student) had Varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.”

TB Skin test required for those students determined to be at risk for TB according to Texas Department of State Health Services guidelines.

- Individuals with positive skin test results only and no symptoms of active TB must show proof of either a negative chest x-ray with evidence of on going or completed preventive therapy as indicated or proof of an appointment for an x-ray. If a student fails to provide documentation as indicated or fails to keep the appointment for the chest x-ray, he/she will be excluded from school until the requirement is met.
- Parents are encouraged to consult their physician for recommendations for skin testing as part of their child’s annual physical exam.

Documentation: Any immunization document is acceptable provided it has been validated by a physician or public health personnel. The month, day and year that the vaccine was administered must be recorded.

Medical and Religious Exemptions: Should be confirmed by the school nurse or Program Director of Health Services.

Vaccine Intervals: Final acceptance of the vaccine status is contingent upon specific intervals between vaccine doses. Parents will be notified by the school nurse if there is a discrepancy in the intervals of vaccines.

*The 4-day “grace period” Should not be encouraged when scheduling future vaccination visits. It should be used primarily for reviewing vaccine records.

Compliance Procedures

1. A student previously enrolled in a Texas school has 30 calendar days from the date of enrollment to provide immunizations to the district for the scholastic year and is considered provisionally enrolled during that time. Students not previously enrolled in a Texas school must present a current immunization record before being enrolled. No student presenting a delinquent immunization record, whether enrolling from a Texas school or from out of state, will be allowed to enroll until immunizations are brought current. A current immunization record is demonstrated proof that the student has begun immunizations and is receiving them as rapidly as medically feasible. Once enrolled, the student must continue to receive immunizations as rapidly as medically feasible and is considered delinquent 30 days are subject to withdrawal procedures implemented under the authority of the principal.
2. In order to achieve timely enrollment, school personnel will attempt to obtain missing records by phone. If this verification requires a long distance telephone call or use of a fax machine, the

parents/guardians may be expected to pay for the charges. If unable to access these records, parents/guardians will be directed to the nearest Public health facility and/or the bi-monthly immunization clinics held at designated school sites within Aldine ISD where students may receive the required immunizations and/or boosters necessary to meet State or District requirements.

3. Intermediate and Secondary students needing a booster between June and December will be notified the week before Spring Break that these boosters are needed for the beginning of the fall semester. Students needing boosters between January and May will be notified the week before Mid Winter Break that these boosters are needed for the beginning of the spring semester. Parent guardians will continue to be properly notified of the impending immunizations needed.

D. CHANGE OF ADDRESS

In the event that a student's parents change address or get a new telephone number, it is necessary that they notify the school office immediately. It is important that the school be able to contact a child's parents when the need arises. Proof of current address must be on file at the school.

E. SCHOOL ATTENDANCE ZONE

Students must attend school in the attendance zone in which their parents reside. Those wishing to attend the school in which the grandparent is zoned must meet the required policy outlined in Registration section B.

F. WITHDRAWAL OF STUDENTS FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 24 hours in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the information literacy specialist to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. 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.

G. TEXTBOOKS

All textbooks are issued to the Aldine School District by the State of Texas. The student, under the direction of the teacher, must cover each textbook. A student must return all textbooks to the teacher at the end of the school year, at the end of the course, or when the student withdraws from school. Each student, or student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. If a student loses a textbook(s) and fails to return or pay for it, the district shall allow the student to use textbooks at school during each school day, but not to be assigned a textbook for out of class use.

Fines for damaged textbooks will be assessed as follows:

- Torn pages – 25% of cost of book
- Ink or pencil marks (minor) – \$1.00 per page
- Ink or pencil marks (major) – 25% of cost of book
- Loose bindings (due to misuse) – 50% of cost of book
- Missing pages – 100% of cost of book

- Obscenities (drawn or written) – 100% of cost of book
- Damages that prevent re-issuing book – 100% of cost of book

NOTE: If a student pays for a book in full (100%), he/she is entitled to keep that book.

H. LIBRARY MATERIALS – LOST OR DAMAGED

Elementary (EC/PK-4) When the student loses or damages a library book or any other library item, the student is responsible for paying the replacement cost of the item. Students are also responsible for paying the replacement cost of library materials damaged beyond repair. If a damaged item can be repaired, the librarian and principal will assess a damage fine to be paid by the student.

Intermediate, Middle, High Schools (Grades 5-12) – Students are required to pay an overdue fine of ten cents (\$.10) per book, per day, excluding holidays and weekends, for books returned late. The total fine assessed may not exceed \$2.00 per book. When a student loses or damages a library book or any other library item, the student is responsible for paying the replacement cost of the item. Students are also responsible for paying the replacement cost of library materials damaged beyond repair. If a damaged item can be repaired, the librarian and principal will assess a damage fine to be paid by the student.

Fines for damaged books will be assessed as follows:

- Missing barcode and/or spine label and/or date due slip – up to \$2.00
- Torn pages – up to 25% of cost of book
- Ink or pencil marks (minor) - \$1.00 per page
- Ink or pencil marks (major) – 25% cost of book
- Loose bindings (due to misuse) – 50% of cost of book
- Missing pages – 100% of cost of book
- Obscenities (drawn or written)- 100% cost of book
- Damages that prevent re-issuing book – 100% of cost of book
- NOTE: If a student pays for a book in full (100%), he/she is entitled to keep that book.

I. PLEDGE OF ALLEGIANCE

A request in writing should be given to the school principal 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. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

J. DECLARATION OF INDEPENDENCE

A request in writing should be given to the school principal that your child be excused from recitation of a portion of the Declaration of Independence based on the following criteria. 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.

K. SCHOOL FACILITIES – Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be

permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity the supervision of a teacher, students must leave campus immediately.

IV. HEALTH POLICIES

Any pupil in the school district who is required to take medication during the regular school day must comply with the following Board Policy.

A. MEDICATION POLICIES

1. School employees will administer medication to students only upon receipt of a written request by the student's parent, legal guardian or other persons having legal control of the student.
2. All medications will be stored in a locked cabinet in the office of the nurse or of the principal's designee (see *exceptions*).
3. Students will not be allowed to keep medication in their possession while in school (see *exceptions*).
4. Medication should be brought to school by an adult. The student should not carry medication with him/her to school on the bus unless authorized to self administer under "exceptions." Medication will be counted upon receipt and return to parent/guardian.
5. Prescription medication will be counted upon receipt and returned to the parent.
6. A physician's order is required for all prescribed medications administered 30 days or more including "as needed" prescription medications. Orders for prescription medications will be accepted from those persons legally authorized to write prescriptions in the United States. Out-of state prescription medication not accompanied by a physician order will be considered on an individual basis.
7. Medication must be in the original container and properly labeled. The label on prescription medication must include the name of the student, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
8. Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals, and for the duration period prescribed. If the duration/period is not specified, the medication will not be administered beyond the date on which the medication would have been expended had it been taken as prescribed.
9. Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
10. Non-prescription ("over-the-counter") medication will be administered according to the instructions on the original container. The medication will not be administered more liberally than the instructions provide. However, the medication may be given in smaller dosages, or less frequently, or for a shorter duration period according to the written request authorizing the administration of the medication.
11. If the school nurse believes that continued administration of the medication is not beneficial to the student, the nurse will notify the student's parent, legal guardian, or other

person having lawful control of the student. The nurse may require a doctor's statement verifying that continued administration of the medication to the student is appropriate.

12. When the period for administering the medication expires, the medication must be picked up by the parent, legal guardian, or other person having legal control of the student. Medication, whether prescription or non-prescription, will not be returned home by delivering it to students. Medication will be discarded if it is not picked up within thirty (30) calendar days after the period for administering it has expired or the school year has ended, whichever occurs first.
13. Only the amount of medication required for administration while on a field trip will be sent. Medication must be in the properly labeled original container. Medication will be administered by the designated staff member only and remain in the possession of the designated staff member at all times. The initial dose of any medication may not be administered by a staff member while on a field trip.
14. It is the policy of Aldine ISD to refer parents to their family physician for answers to questions about the appropriateness and effectiveness of psychotropic drugs for behavior management.

EXCEPTIONS – With physician, parent/legal guardian and school nurse written consent:

1. Students who have a chronic medical condition and who are participating in athletics, or other after school activities and who have written permission from the physician, school nurse and parent may obtain their medicine from the clinic prior to the activity and return it to the school nurse the following morning.
2. A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity under the following conditions:
 - Prescription label must reflect student's name for which the medication is prescribed.
 - Self-administration must be in compliance with prescription or written instructions from the student's physician or other licensed health care provider.
 - Physician's statement must state that the student is capable of self-administration.
 - Physician's written statement must reflect student's name, name of medication, purpose, dosage, administration times or circumstances, and the period for which it is prescribed.
 - Parent must also provide written authorization for self-administration.
 - Statement must be kept on file in the school nurse's office or principal's office if there is not a school nurse.
3. Students diagnosed with having a life threatening allergic reaction requiring use of injectable epinephrine, i.e. *Epipen*, may carry prescribed injectable medication for emergency treatment during school hours, including before and after school activities. Student must:

- Demonstrate knowledge of signs and symptoms indicating a need to administer injection
- Demonstrate proficient use of medication
- Acknowledge consequences of sharing medication with another student

Medication for elementary level students will be maintained in the possession of an adult staff member who is authorized by the principal and properly trained to administer injectable medication. Emergency medical services will be activated and parent notification initiated if/when injectable medication is administered.

4. A student with diabetes may be permitted to attend to the management of care of their diabetes including, performing blood glucose level checks; administering insulin; treating hypoglycemia and hyperglycemia; possessing at any time any supplies or equipment necessary to monitor and care for their diabetes; and otherwise attend to the management and care of their diabetes in the classroom, in any area of the school or school grounds, or at any school activity under the following conditions:
 - The student's parents and physician must develop and submit to the school a diabetes management and treatment plan that must identify the health services the student may receive.
 - The plan will evaluate the student's ability to manage their diabetes, and be signed by the parent/guardian and physician.
 - The plan will acknowledge consequences of the potential for harm to self or others that could arise and realize that infractions of these guidelines will result in disciplinary action.
 - The principal, the school nurse, one of the student's teachers and the student's parents will develop an individualized health care plan while the student is in school that collaborates with the student's physician to the extent practicable.
 - In compliance with HB 984, one unlicensed diabetes care assistant will be trained on each campus and will assist the diabetic student when the school nurse is not available during the regular school day.

B. COMMUNICABLE OR INFECTIOUS DISEASE

Students who show signs of a communicable or infectious disease (including skin rash, impetigo, and lice) will be excluded from school until re-admission is acceptable to school authorities. Keep students home until a contagious or infectious disease has cleared up, or until you can present a doctor's statement that it is not communicable. Students should be kept at home until they have been free of fever and/or diarrhea or vomiting at least twenty-four hours.

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.

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.

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

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 causes meningitis or another serious illness.

While there are vaccines for some other strains of bacteria 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. A vaccine is required in grade 7 and 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 (89-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to five years.

If you think you might have bacterial meningitis seek prompt medical attention.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: www.dshs.state.tx.us

C. HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee. 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. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the student code of conduct.

D. SEXUAL HARASSMENT AND SEXUAL ABUSE

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner which encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are not appropriate in an educational environment, and the Board of Trustees will not tolerate sexual harassment or sexual abuse of students or employees. If an administrator learns of inappropriate sexual behavior by either students or employees toward others and such behavior is school-related, the administrator shall take appropriate

action. Employees who sexually harass students or other employees are subject to appropriate disciplinary measures, including termination from employment. Employees who sexually abuse students will be terminated from employment. Under no circumstances shall the alleged perpetrator be allowed to conduct the reporting conference or the investigation of the allegation or to be a reviewing official. Students who sexually harass or abuse employees or other students will be disciplined according to the school district's discipline management plan.

Harassment and making a hit list will not be tolerated and ensures that District employees will enforce prohibitions.

- Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.
- Hit list means a list of people targeted to be harmed, using a firearm, a knife, or any other object used with intent to cause bodily harm.

1. Notification of parents:

If an employee is alleged to have sexually harassed or sexually abused a student, the student's parent shall be notified. If allegations of sexual abuse are made by students against students, the students' parents will be notified. If allegations of sexual harassment are made by students against students, the students' parents will be notified if the allegations are not minor.

2. Sexual harassment by employees:

Employees shall not engage in any type of conduct that sexually harasses students or other employees, including applicants for employment. An employee who engages in any sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with a student commits sexual harassment of the student. Regardless of the student's age or the consent of either the student or the student's parent, employees are prohibited from dating or courting students.

3. Sexual harassment by students:

Students shall not engage in any type of conduct that sexually harasses employees or other students. A student who engages in any unwanted or unwelcomed sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with an employee or another student commits sexual harassment of that person. Students are strongly discouraged from engaging in romantic relationships with employees, regardless of the consent of the employee or the student's parent.

3a. Sexual Assault:

Upon the request of the student victim's parent or guardian, the district must transfer the student who is the victim of sexual assault to a different campus in the district. If the victim does not want to transfer, the district must transfer the student who engaged in the offensive conduct to a different campus which the victim is not assigned. In either case, the district does not provide transportation to the student who transfers.

4. Complaint procedure for students:

A student or a student's parents who believe that the student has been or is being sexually harassed or sexually abused may present a complaint regarding the sexual harassment or sexual abuse by reporting to the student's principal, the principal's designee, or the school's area superintendent (Title IX coordinator for students).

If a conference is requested with this reporting official, the conference will be conducted within ten calendar days. If the reporting official is not the same gender as the student and the student will be attending the conference, another official of the same gender as the student shall be designated to conduct the conference if the student or student's parent makes that request. At the conference, the official shall notify the complainant bringing the complaint of the right to file a complaint directly with the Office of Civil Rights.

If a conference is not requested, the reporting official shall conduct a prompt and thorough investigation of the allegations and shall notify the complainant of the official's determination within ten calendar days after receiving the complaint. If a conference is requested, the official's investigation shall be conducted and the complainant notified of the official's determination within ten school days after conducting the conference. The complainant shall be notified if a delay in concluding the investigation is necessary.

After the reporting official notifies the student or parents of the determination, the official shall forward to the appropriate area superintendent the official's complaint file, which shall include the written complaint, other documents presented to the reporting official, and copies of all investigative notes or determination documents maintained by the official.

If the complainant is not satisfied with the official's determination, the complainant may appeal to the superintendent of schools within ten calendar days after being notified of the reporting official's determination. The appeal must be in writing and signed by the complainant, must clearly and specifically state the substance of the complaint, must state how the complainant requests that the complaint be resolved, must state the date that the complaint was made to the reporting official, and must identify the reporting official. Within ten calendar days after receiving the appeal notice, the superintendent will conduct a conference with the student or parent if the appeal notice requests one. The superintendent will review the reporting official's complaint file. The superintendent's decision will be communicated to the complainant within ten calendar days after receiving the appeal or conducting the conference, as may be appropriate, and will add the complainant's written appeal documents and the superintendent's investigative notes or determination documents to the contents of the reporting official's complaint file.

If the complainant is not satisfied with the superintendent's decision, the complainant may appeal to the Board of Trustees by delivering a written notice of appeal to the superintendent's office within ten calendar days after the superintendent's decision is made. The appeal will be scheduled to be presented to the Board of Trustees and will be posted as an agenda item for the next available board meeting. The Superintendent will add the notice of appeal to the complaint file and will deliver the file to the Board of Trustees for consideration during the complainant's presentation. The presentation will be scheduled to be made in executive session. After considering the complaint, the Board of Trustees may exercise its discretion by questioning either the complainant or the administration, by directing the superintendent to place the matter on a future agenda, or by taking no action.

E. PHYSICAL EDUCATION, PARTICIPATION, MEDICAL EXCUSES

For middle and high school students, AISD fitness wear and tennis shoes are required for physical education classes. For elementary and intermediate school students, tennis shoes are required for physical education classes.

All students shall be required to participate in Physical Education except:

1. Students enrolled in two or three hour Vocational courses, Marching Band, Dance Team and L.O.T.C.

2. In the event a student has been ill and the parents have requested that the student be excused (maximum of three days) from participation in physical education, such requests should be honored. No penalty to the student's grade should be involved in such instances. The note from the parent is to be given to the school nurse who will notify the physical education teacher. If this becomes a frequent occurrence, the parent/guardian will be contacted. During the recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the activity component of the lesson.
3. Adaptive physical education services will be provided for students with disabilities.
4. Students will not substitute State credit for physical education through another elective.
5. The Aldine ISD will grant physical education credit in grades 7-12 for those enrolled in approved off-campus facilities. A maximum of 1.5 units of local credit will be granted for students in grades 9-12.
6. No student may be exempt from taking physical education for medical reasons. (doctors' note, parent note).

F. STUDENT ACCIDENT INSURANCE

Student Accident Insurance is available to all students. Parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. The school will serve as a service agent only, and is not responsible for claims resulting from injuries. The policy is offered through a private insurance company who will handle claims. The school will be happy to provide help in this process.

Student Accident Insurance may be purchased at any time. Applications are available from the School Nurse or the Athletic Trainers at the senior high schools. The applications include pricing information and a detailed description of the coverage. Completed applications and premiums should be returned to the School Nurse or the Athletic Trainers.

G. DOCTOR/DENTIST APPOINTMENTS

Doctors and dentists should be requested to make appointments for students after school hours or on Saturday. In the event that an appointment must be made during school hours, a note from the doctor or dentist must be presented to the school upon the student's return. The student will not be counted absent if the student attends classes on the day of the appointment and brings a note signed by the health care professional upon return to campus.

H. CLINIC PROCEDURES

1. Students will be admitted to the clinic only in an emergency or when sent to the clinic by the teacher. Approval by the school nurse must be given before any ill student is excused to go home. If it is necessary for a student to go home, the nurse will inform the parent and the student will be released from school by signing out through the attendance office. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed.
2. The nurse keeps records on all students as prescribed by State Law. The nurse gives vision, hearing, and scoliosis testing as well as height and weight checks, and from time to time may assist other students to fulfill State Law requirements for enrollment due to health problems. The nurse will also work with Health Education and Welfare Assistance programs (Free Lunch and Reduced Price Lunch), and school insurance.

3. There is NO medication given in the clinic such as aspirin, Bufferin, Pepto-Bismol, etc. If a student requires medication during school hours, a parent should bring the medication with a permission form to the clinic and leave it there during school hours. A pass from the teacher should be obtained when it is time to take the medication. (*Refer to A. Medication Policies in this section.*)

I. PEST CONTROL POLICIES

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact their building principal. Information concerning these applications may be obtained by calling the office of Buildings and Properties at 281-985-6265.

J. ANNUAL NOTICE, ASBESTOS INSPECTION AND MANAGEMENT PLANS

The Aldine I.S.D. schools are inspected for asbestos in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA). An asbestos management plan detailing the inspection results and the district response action is in the administrative area of each building for your review. Each building found to have asbestos containing building materials, will have periodic surveillance and re-inspections performed in accordance with AHERA regulations. The results of the periodic surveillances and re-inspections are also in the administrative area asbestos management plan for review, along with any post response action or abatement activities documentation. It is the districts goal to continue diligent effort in the matter of asbestos containing building materials and hereby certified that the general local education agency responsibilities under §763.84 have been met or will be met.

V. STUDENT NUTRITIONAL SERVICES/POLICIES

The primary goal of the Aldine Child Nutrition Services department is to provide balanced, nutritious meals at a minimum cost to all Aldine students and staff. The department provides breakfast and lunch in all schools, for all students. Special event food requests are also handled by the Child Nutrition Services department.

A. MEAL PRICES

Meal prices and ala carte prices are published each year in all schools.

B. MEAL SERVICE ACCOUNTABILITY SYSTEM

1. When students enroll in any District school, they are assigned a 4 to 6 digit personal keypad number. It is important that each student memorize their keypad number as this number will be used daily in the cafeteria. Keypad numbers are confidential; therefore, the number should not be given to other students. If your child transfers to a new school within the District, a new keypad number will be issued at that school.
2. At each mealtime, students key in their keypad number on a keypad. Special students, not using the keypad, may have their names checked from a classroom roster when they receive a meal. When the student's account is accessed, the system will determine if there is enough money in the account to pay for the meal and the transaction will be processed.
3. Students eligible for free meals (breakfast and lunch) will be provided with a meal at no charge. Reduced-price students continue to pay \$.30 for breakfast and \$.40 for lunch. By

having every student in the school use his/her account number, the anonymity of children receiving free or reduced-priced meals is assured.

4. If there is not enough money in the account, the cashier may serve the meal and put the account in *debit* (a negative balance). The student is notified if they have a negative balance. The following day, the student should bring enough money to pay the negative balance and purchase that day's meal. A negative balance limit (debit limit) is set for students which may not exceed the value of three days of school meals. Parent/guardians are responsible for paying off negative balances (debits) in the same manner as a library or lost book fine.
5. Deposits can be made on meal money accounts before school in the cafeteria. When placing meal money in a sealed envelope, the following information must be stated:
 - Student's name
 - Student's personal meal account (keypad) number
 - Student's room number
 - Dollar amount enclosed
6. Please make your deposit with cash or check payable to your child's cafeteria by school name. Pre-payment for multiple meals is encouraged to reduce the need for frequent deposits and daily cash handling.
7. Households with more than one child in a school need to designate the amount of money to be placed into each child's meal account. An account balance cannot be shared by different children in the same household.
8. Money in a student's meal account may be used to purchase complete meals and ala carte items. To block ala carte sales to your child/children, please send a signed note to the cafeteria manager at the school with student's name and grade level saying that you do not want them to purchase ala carte items. When they enter their keypad number, a message will appear to the cashier.
9. Refunds from student meal accounts are available only upon written parent/guardian request. Small refunds up to \$15.00 will be issued at the school site. Large refunds will be issued by the District's Child Nutrition Services office. Allow at least two day's notice for large refunds.
10. If you have questions concerning your child's meal account, please contact your child's school cafeteria. If you have any questions or comments about the computerized meal system, please contact the Child Nutrition Services office.
11. Students with disabilities that lead to diet restrictions will be provided with food substitutions when the need is documented by a statement signed by a licensed physician which includes all required information.

C. FREE AND REDUCED MEALS

Free and reduced-price meals are available to students from families who meet established federal income guidelines. **Families must complete a new application each school year. SEND ONE (1) COMPLETE APPLICATION PER FAMILY.** Applications are distributed to all students at the beginning of each school year and to new students when they enroll in the District. Applications are available all year in the cafeteria and the central Child Nutrition Services office for families who wish to apply for benefits.

D. HOME PREPARED FOODS

Home prepared foods are not allowed at school. The City of Houston health regulations forbid use of home prepared for any special occasion at school involving students. Any items served to students must be prepared in a Health Department certified facility or by Aldine ISD Child Nutrition Services.

E. STATE AND FEDERAL REGULATIONS

Student access to competitive foods and foods of minimal nutritional value is controlled by state and federal regulations. All campuses must be in compliance with current regulations.

VI. SAFETY AND SECURITY POLICIES

A. TRANSPORTATION

Students are expected to assist district staff in ensuring that buses are in good condition and that transportation is provided safely. When riding on the bus, students are held to the behavioral standards established in the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- 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.
- Not possess or use any form of tobacco, alcohol or controlled substance on the bus.
- Be seated while the vehicle is moving.
- Observe all usual classroom rules.
- Students may only ride assigned bus route unless authorized by a school administrator with parent/guardian written approval.

Student misconduct will be punished in accordance with the Student Code of Conduct. Bus riding is a privilege and this privilege may be suspended for misconduct.

B. VISITORS (PARENTS AND FRIENDS)

Parents wishing to discuss problems with teachers should make an appointment with the teacher through the school secretary for a conference during the teacher's conference period. Teachers cannot take time away from their students to visit with the parents during class. Parents wishing to visit a particular class should make arrangements with the teacher **at least one day** in advance.

C. BUILDING SECURITY

Parents are always welcome in Aldine schools. In order to ensure security in the building, it is imperative that all visitors comply with Aldine procedures.

- **Each parent and/or visitor will enter the building through a metal detector. Bags, purses, backpacks etc. will be searched.**
- **Each individual will then be required to be signed in and will receive a visitor pass.**
- **A driver's license or a picture ID with a date of birth will be requested. You will be asked to return the pass at the conclusion of your visit.**
- **Persons who come onto our campuses and cause a disturbance will be prosecuted.**
- **Students are not permitted to bring friends or visitors to school.**

CAMPUS CRISIS RESPONSE PLAN

The safety of our students and staff is a top priority. Each campus and facility will have a crisis response plan to implement in case of an emergency. This plan enables personnel to respond immediately and effectively to protect the students and staff. The following information is provided as a guide for responding to a lockdown situation. Specific details to an event will warrant certain actions. This is not intended to be a complete list.

- Lockdown will be signaled by an administrator in the building.
- All students will be secured in rooms with doors locked and away from windows.
- Movement in the building will be restricted.
- Access will be restricted to the building to authorized personnel only.
- Emergency personnel will be notified and will be dispatched to secure the area.
- Phone lines should be reserved for emergency use only.
- No one will be allowed to enter the building until emergency personnel indicate the area is clear.
- Parents will be allowed to enter the building and sign students out once the situation has been resolved.

D. CRIMINAL HISTORY CHECK OF VOLUNTEERS

Student and staff safety is of vital importance to Aldine Independent School District and its Board of Trustees. The district may obtain the criminal history for any person who serves or intends to serve as a volunteer. A criminal history check must be completed prior to any person volunteering in the following:

- E. one-on-one tutoring /practice sessions/programs with individual students;
 - b. tutoring and/or mentoring programs for extended period of time;
 - c. programs which create or develop one-on-one relationships or prolonged relationships with small groups of students; or,
- E. supervisory and/or chaperone activities involving groups of students for extended periods of time. (ex: field trips)

Any person who has been convicted of or received either probation or deferred adjudication for any felony or misdemeanor involving moral turpitude will not be eligible to serve as a volunteer. However, if a background check prevents approval, the applicant may meet with an appeals committee comprised of the Principal, Area Superintendent, and the Assistant Superintendent of Administration.

E. COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal will make reasonable efforts to notify the parents and unless the parent gives consent no interview will be held.
- If the parent gives consent for an interview, the principal will be present unless the interviewer raises what the principal considers to be a valid objection.

- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Student Taken into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation office, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

F. CHILDREN'S PROTECTIVE SERVICES

If a representative of Children's Protective Services comes to the school to visit with a student or to remove that student for protective purposes, the school personnel will comply with the request upon the presentation of appropriate paperwork and credentials.

G. LOST AND FOUND

It is advisable that sweaters, coats, jackets, lunch kits, back packs, etc. be marked with the student's name for identification. Lost and found articles should be turned in to the office. Please have the student check for lost items in the designated location.

H. TELEPHONES

Parents are encouraged to make the day's plans with the child before he/she leaves for school. In the event a situation arises where a message needs to be delivered to a student, the parent is asked to contact the office personnel. Please be sure the message is one of critical importance.

Students are not called out of class to come to the telephone during the school day except in the case of **extreme emergencies**. Students are not allowed to use the school telephones without obtaining permission from an administrator or his/her designee. The administrator or designee will give the permission based on the emergency status of the call to be made.

Students are prohibited from using cell phones during the instructional day.

I. FUND RAISING

The purpose of fundraising activities is to provide additional financial support to the academic, co-curricular and extra- curricular programs available to students on campus.

Campuses may conduct fund raising activities throughout the school year. Consideration must be given for minimum disruption of instructional time during the school day.

At the high school and middle school levels, each student program /organization may conduct three fund raising activities each school year.

Raffles, lotteries and other games of chance are prohibited by State Law, and shall not be conducted on school property or by school organizations.

Organizations identified as a non-profit with a 501(c) status are not permitted to conduct raffles, lotteries and other games of chance on district property.

All fund raising activities must be approved and scheduled through the building principal with specific goals for the activity stated in the proposal.

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items.

Parents must consent for their child to fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

Students will not be allowed to conduct fund raising activities door-to-door or on the street.

J. SCHOOL CLOSING

From time to time, inclement weather makes it necessary to close schools. When weather conditions threaten, stay tuned to any of the following media stations for information about Aldine ISD.

RADIO: KTRH, 740 AM
 KPRC, 950 AM
 KLAT, 1010 AM (Spanish)

TELEVISION: KPRC, Channel 2
 KHOU, Channel 11
 KTRK, Channel 13
 KRIV, Channel 26
 KHQB, Channel 39
 KXLN, Channel 45 (Spanish)
 KTMD, Channel 47 (Spanish)

The district will also record an announcement which can be reached by dialing (281) 449-1011 (Central Office's switchboard) or (281) 209-0002 (weather permitting). Information will also be posted on the District's website: www.aldine.k12.tx.us

The administration does follow standard operating procedures when determining whether or not to close schools. During high-risk situations such as sleet, snow, icy streets and floods, members of the administrative staff and the superintendent begin checking the streets throughout the district during the early hours (approximately 3 a.m.). After evaluating reports and listening to weather updates, the superintendent then makes the decision by 5 a.m. to either open or close schools. The media is immediately advised of Aldine's decision.

If schools do open, and weather conditions worsen during the course of the day, schools will not be closed early since the vast majority of Aldine's students come from households where both parents work. If school were dismissed early, children may go home to empty houses during dangerous weather conditions. They are much safer at school where they will be supervised until it's safe to go home.

Whenever road conditions allow for the buses to run safely, drivers will deliver students to the established stops. If buses cannot enter a subdivision because of road conditions, parents may meet the bus at the main roads and escort their children home.

If weather conditions make all roads impassable, the students will remain in the schools and will be supervised, kept warm, dry and fed until they can be transported home, or until their parents come for them.

Parents may, of course, pick up their children at any time during bad weather conditions.

K. LOCKERS AND TOTE TRAYS

Each student may be assigned a locker/tote tray for the storage of books, materials, and equipment, and it is the student's responsibility to see that the locker/tote tray is kept neat and clean inside and out at all times. Lockers/tote trays are school property and not personal property. Students are expected to maintain a clean locker/tote tray. Any needed repairs are to be reported to the main office. Students should use only the locker/tote tray assigned by the school. Students should get study materials for several classes so as not to have to go to their lockers/tote trays at each class change.

L. GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not loiter, litter, trespass, or abuse or create nuisance conditions for residents of the community. While the district does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant. The district has a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

M. STUDENT SEARCHES

1. Searches of school lockers/tote trays may be conducted by school authorities only if the events leading to the search are based on observable action or the reasonable belief that contraband may be discovered.
2. A student may be requested to remove his/her jacket, coat, or sweater to a normal outer garment, but only in the presence of at least one witness of the same sex as the student.
3. A student may be required to reveal the contents of pockets or purses upon request by a school administrator if that school administrator has reasonable belief that the student has contraband in his/her possession. If a student refuses, the parent or guardian should be contacted and the student will be kept under surveillance until the matter is resolved. If the parent/guardian does not allow the pockets/purses to be examined and there is a reasonable belief that prohibited materials are being concealed, law enforcement authorities should be contacted immediately.
4. The student(s) will be called to the office of the school principal if the canine-humane team "alerted" on his/her locker, car, etc. Other students should not be spectators during the confrontation with the student. Therefore, if classes will be changing within a short period of

time, the student should not be called from class until after the next period begins unless the "alert" occurs during the last period, in which case the student's locker, etc., will be subject to search after the other students have left the campus. The student should be asked to open the locker or vehicle even though it does not have a lock or appears to be unlocked. If the student refuses to open the car, the parents should be contacted and no one shall be permitted access to the vehicle until the matter is resolved. Should the student or parent remove the vehicle from the campus before an interior search can be conducted, it shall be presumed that the student possessed prohibited drugs inside the vehicle.

5. The daily use of metal detectors is an expectation for all secondary campuses (5-12).

Using metal detectors to conduct random searches of students for weapons is a reasonable administrative search that does not require school officials to have a reasonable suspicion of a particular violation. The following procedures are recommended whether metal detectors are used at fixed locations, such as school entryways, or at randomly selected locations around the school:

- a. Request all students to empty their pockets and belongings of all metal objects before the search.
- b. Request all students open purses and/or backpacks for search of metal, objects.
- c. If a large walk-through metal detector is activated indicating the possible presence of metal, request that the student pass through the metal detector a second time.
- d. Use a hand-held metal detector, if available, to focus on and discover the precise location of the metal source.
- e. Expand the search only if the activation is not eliminated or explained. If no less-restrictive alternatives remain available, a limited pat-down search for a weapon might then be necessary.
- f. Before extending the search to a pat-down, the student will be taken to a private area; this should be conducted by a school official of the same gender as the student.

N. VANDALISM

Vandalism and the damaging of property belonging to Aldine ISD will not be tolerated. Payment will be demanded for that which is damaged or destroyed, and violators may be prosecuted. There is no "tradition" which allows any student to damage or deface school district property. School spirit must be displayed in a positive manner.

O. FIGHTING ON CAMPUS

Fighting does not solve problems. What to do when a fight is beginning;

1. Tell students involved, "I do not want to fight. It's against school rules."
2. Speak to a counselor about the problem.
3. Speak to an assistant principal about the problem.
4. Speak to the teacher about the problem.
5. Two students may sit down to discuss the problem and attempt to solve it.
6. **Retaliation is not acceptable.**

P. PHYSICAL RESTRAINT

Any District employee may, within the scope of the employee's duties, use and apply such physical restraint to a student as that employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain a student who is out of control.

Use of Confinement, Restraint, Seclusion, and Time-Out

In accordance with Senate Bill 1196, Aldine Independent School prohibits the use of locked seclusionary time-out schools.

Schools can use locked seclusionary time-out in clearly defined emergency situations. Locked confinement may be used in the following emergency situation while the school is waiting for law enforcement personnel to arrive:

- The student possesses a weapon, and
- The confinement is necessary to prevent the student from causing bodily harm to himself or to another person.

Trained personnel should use therapeutic restraint as a last resort when a student is in danger of causing bodily harm to himself or to another person.

Time-out is a behavior management technique used to provide a student with an opportunity to regain self-control. The student is separated from other students for a limited period in a setting that is not locked and one in which the student is not physically prevented from leaving.

Q. CLOSED CAMPUS PHILOSOPHY (STUDENT RESTRICTION TO CAMPUS)

Upon arrival at school, no students are to leave the school campus until leaving for home. The campus and the school bus are considered part of the school.

R. MONEY, JEWELRY AND OTHER EXPENSIVE ITEMS

1. **Students are encouraged to bring only the amount of money needed for lunch or other expenses to be used on a given day.**
2. STUDENTS ARE LIKELY DISCOURAGED FROM BRINGING EXPENSIVE WATCHES, BRACELETS, OR OTHER ITEMS THAT MAY BE STOLEN OR LOST.

S. ITEMS NOT PERMITTED

Physical education equipment is supplied by the school district, and items such as footballs, baseballs, etc., should not be brought to school.

Radios, C.D. players, tape decks, electronic games, beepers, cellular telephones, toys or reading materials should not be brought on the school campus unless they are used as part of a classroom project.

T. CORRIDOR AND HALL PASSES

Corridor passes will be required for students to go through the corridors during class hours. Any time it is necessary for a student to be sent out of a class he/she must:

1. Obtain a completed pass from his/her teacher
2. Have the pass signed by the person he/she is to see

U. CLASS CHANGES

The changing of classes must be done in an orderly and quiet manner. Keep to the right and proceed directly to the destination. Students are urged not to stop near entrances and exits during class change. There should be no shouting, running, whistling, loud talk or boisterous conduct at any time. Food/drinks should not be taken into the corridors.

V. DUTY TEACHERS

There are a number of teachers on special duty each school day. These teachers have supervision over the building, playgrounds, hallways, cafeteria, etc. Each teacher has the authority and responsibility to correct any pupil, anywhere, anytime.

W. STUDENT TEACHERS AND SUBSTITUTE TEACHERS

Teacher interns (student teachers) are to be accorded the same respect and consideration as full time teachers.

When regular teachers are absent, qualified substitutes are employed to take their places. These substitutes may not be like the teacher they replace in manner or methods, but they will try to be as helpful as possible to students in their own way. To be able to help, they must have the same respect and cooperation the regular teacher receives. Substitute teachers will report misconduct to the regular teacher and to the school administrators as needed.

X. SIGNS, POSTERS AND ADVERTISEMENTS

The posting of any signs, posters, or other commercial advertisements relating to activities not connected with the Aldine Independent School District is not permissible. This applies to buses as well as buildings, parking lots or any other area on the school campus. The principal or assistant principal must approve any poster before it can be displayed.

Y. FIRE AND EMERGENCY DRILLS

Fire and emergency drills are held for the protection of students and staff. Please take emergency drills seriously. Detailed instructions for the drill will be posted in each classroom. Some general rules are:

1. At the signal, the students should walk briskly, orderly and silently to the designated safety area outside and away from the building.
2. The students should stay with the teacher and class.
3. Return to the building in the same manner only after the all-clear signal has been sounded.
4. Use designated routes only.

Z. VIDEO TAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses, classrooms and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request a review.

VII. OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS (NCLB)

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

The parent will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

Opting Out of Survey and Activities

The parent will also have a right to receive notice and opt the child out of participating in:

- Any survey concerning the private information listed above.
- School activities involving the collection, disclosure, or use of personal information collected from the child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under state law.
- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived and under graduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. The parent has the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records
 - Test scores
 - Grades
 - Disciplinary records
 - Counseling records
 - Psychological records
 - Applications for admission
 - Health and immunization information
 - Other medical records
 - Teacher and counselor evaluations
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
 - To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety
 - When it relates to classroom instruction or a co-curricular activity
 - When it relates to media coverage of the school
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

VIII. SUMMER SCHOOL AND EXTENDED YEAR PROGRAM

- The Aldine Independent School District offers both remedial/promotional extended year/enrichment programs for the kindergarten through eighth grade. The programs will be located at each school or schools located in the vertical area.
- Summer school is offered for grades 9-12 at each campus. Some tuition fees may be associated with specific courses.
- Transportation is provided and stops within neighborhoods will be made, although not door to door.
- Art enrichment, computer, and other activity programs may be available during the summer months on a tuition basis.

IX. SPECIAL PROGRAMS AND CLASSES

A. HEAD START

The Aldine Head Start program is a comprehensive child development program that serves income-eligible four year old children and their families. The Head Start Act establishes income eligibility for participation in the Head Start programs based on the income guidelines updated annually. The Aldine Head Start program also accepts three year old children with disabilities. Head Start provides a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition and parent involvement.

Applications are ranked according to the greatest need. A waiting list is established when the enrollment slots are filled. The guidelines are as follows:

1. Four years old on or before September 1 or three year old children with a disability
2. Four years old and meet the required economic guidelines
3. Meet the new student requirements

B. PRE-KINDERGARTEN PROGRAM

Pre-kindergarten classes will be offered on a full-day basis. A child must be four (4) years of age on or before September 1 of the current school year and must meet one of the following guidelines:

1. Be limited English speaking and/or;
2. Qualifies for free or reduced-price meals; and/or;
3. Be homeless as defined by 42U.S.C. Section 11302; and/or
4. Be the child of an active duty member of the U.S. Armed Forces.
5. Be the child of a member of the U.S. Armed Forces who was injured or killed while serving on active duty and/or
6. Be a child who has ever been in the conservatorship (foster care) of the Department of Family and Protective Services (DFPS) following an adversary hearing

C. ENCOUNTERS GIFTED AND TALENTED PROGRAM

The Encounters Gifted and Talented Program is a state legislated and funded program. All Texas school districts must adhere to TEA guidelines in order to be in compliance. The Encounters Program provides its own administrative handbook of policies and procedures. For more information please refer to the most current Encounters Parent Handbook. One may obtain a copy of the G/T parent handbook at any of the Aldine schools or from the office of the district's Gifted and Talented program director. The handbook is reviewed every year and is updated when necessary. A brief review of school board policy and handbook procedures are presented here.

1. Screening

- a. All policies and procedures meet state guidelines and are school board approved.
- b. Aldine's program is a subject-specific academic gifted and talented program. Students are screened for language arts and math in grades K-12 and, beginning in grade four, science and social studies. Students screened for the program go through a six-step process: Nomination, Identification, Screening, Testing, Building Screening Committee, Placement. The screening uses multiple criteria for placement. Anyone may nominate a student for screening and a student may nominate himself/herself.

- c. Parents have the right to appeal a placement decision and the GT program handbook describes the appeals process.
- d. All identified G/T students must have a folder that includes a signed matrix and data to demonstrate criteria used in selection. The program handbook describes the folder and all the forms to be included.
- e. No student may be placed into the program without the signed approval of the parent or guardian.

2. Services

- a. Once identified the student must be served.
- b. The Encounters program provides a combination of acceleration and curriculum differentiation of content, process, and product.
- c. Teachers are required to have a minimum of 30 hours of gifted education specific topics in order to teach gifted and talented students. Teachers must obtain these hours prior to the beginning of school or if in an emergency situation, must obtain hours within one semester.
- d. Gifted education teachers must obtain a 6-hour update each year in order to keep the 30 required hours current. The Encounters program handbook describes the staff development, teacher competencies, and curriculum differentiation provided in greater depth. The program must provide for a continuum of K-12 services and an array of learning opportunities in each subject where students are identified.
- e. GT teachers at each grade level will have assisted the G/T students to meet the state goal requirements for identified gifted students to experience opportunities for in depth and complex exploration and development using the state curriculum. The students will have developed products and/or performances of an advanced and professional scope as a result of the curriculum differentiation the students receive.
- f. Each school is required to have a meeting for G/T parents. Schools are encouraged to have at least one fall and one spring meeting. The district provides support at district-wide parent and community member advisory committee meetings.
- g. Ongoing communication with parents and community members should be maintained.

3. Outcomes and Assessment

- a. The state goal for gifted programs states that exiting high school gifted and talented students will have designed and developed products and or performances of advanced and professional quality. The evaluation of the Encounters Gifted and Talented Program includes multiple assessments.
- b. Gifted and Talented students are assessed through state test results, Advanced Placement scores, PSAT scores, SAT scores, Duke Talent Search scores, and district, regional, and state competitions.
- c. Gifted education teachers use portfolios to assist students and teachers in the assessment of work.

d. Distinguished Achievement Plan

Gifted students in Aldine Independent School District are expected to graduate on the Distinguished Achievement Plan. Identified Gifted and Talented students are placed on the Distinguished Achievement Plan at the beginning of ninth grade. They are expected to complete the required four measures by graduation. Some designation for students may be pending at graduation time due to the fact that Advanced Placement scores do not arrive until early June. The Distinguished Achievement Plan allows the student to select the measures from their curriculum selections. The Distinguished Achievement Plan seal recognizes the student for the effort the student made to accomplish this goal. More detailed information may be found in the Middle School Planning Guide and the High School Planning Guide.

4. Funding

- a. Encounters program provides financial support to students and teachers: Destination Imagination, SAT testing, PSAT testing, AP testing, Duke Talent Search, Decathlon support.
- b. Schools requesting to spend money allocated for the GT program are to submit requisitions for approval and for coding.
- c. Schools must demonstrate that the requested expenditure will serve students who are identified as academically gifted.
- d. Materials and staff development should support a differentiated curriculum for the gifted.

5. Accelerated Program

The Encounters Program is committed to realizing the potential of all students. There are many students who can benefit from participation in the scope and sequence of the gifted and talented students.

The difference is that their learning experiences are more structured and modifications are made to the content, process, and product to ensure that these students are successful. These students are screened and identified. Folders are established. These students are monitored and progress is reviewed yearly.

D. SPECIAL EDUCATION SERVICES

The Aldine Independent School District serves students who qualify for services with one or more of the following disabilities: auditory impairment (including deafness), autism, deaf-blindness, emotional disturbance, specific learning disability, mental retardation, multiple disabilities, non-categorical early childhood, other health impairment, orthopedic impairment, speech or language impairment, traumatic brain injury, and visual impairment (including blindness).

The Admission, Review and Dismissal Committee (ARD) develops an individualized educational program for each student and determines the instructional arrangement under which each student receives special education services and related services. A variety of instructional arrangements and settings are provided along a continuum from the least restrictive to the most restrictive environment. The ARD, when placing a student in special education, considers all available options in the process of determining the appropriate instructional setting for the student. Consideration of placement should begin with general education as the least restrictive environment and should carefully justify movement along the continuum toward more restrictive settings. Instructional arrangements range from mainstream/inclusion, resource, self-contained, including autistic class, life skills class, gaining

acceptable performance (GAP) class and regional day school program for the deaf (RDSPD) class, preschool program for students with disabilities (PPCD), homebound, speech therapy and on the job training (OJT).

A referral for a Full and Individual Educational Evaluation may be initiated by school personnel, the student's parents or legal guardian or another person involved in the education or care of the student. Prior to referral, students experiencing difficulty in general education should be considered for all support services available to all students. The campus Intervention Assistance Team (IAT) should convene to consider possible educational alternatives, interventions, strategies and accommodations for the student. If the student continues to experience difficulty in general education after the provision of interventions, the student may be referred for a full and individual evaluation.

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

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

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

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

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

Contact Person: _____ Assessment Specialist _____

Phone Number: _____ Campus Phone Number _____

E. SPECIAL CLASSES/PROGRAMS

The following classes are offered by the school district:

1. Special Assignment Class (SAC) or In-School Suspension (ISS)

This is a form of isolation for students who, because of infraction of school rules, may be removed from the regular classroom for an indefinite period of time as an alternative educational program.

2. Alternative Educational Program (COMPASS)

This program is for students who have been recommended for alternative educational placement off the home campus or for those students who have committed expulsion offenses. The object is to provide for the continuing education of the student.

3. HIGHPOINT

HIGHPOINT is an alternative education program. This program is available to students who have committed removable offenses. The object is to provide for the continuing education of the student. Long term assignment may include the entire school year and may not extend beyond 180 school days.

4. Hall Center for Education (High School 9-12)

This campus is designed as a credit recovery high school. Eligible students attend classes from 9:00 am – 5:00 pm. Parents and students are encouraged to contact their traditional high school counselor. Students may enroll at Hall after an interview with campus administration.

5. Bilingual

Bilingual classes are available at the elementary and intermediate level (Grades PK-6).

6. ESL Class (English as a Second Language)

ESL classes are available at all grade levels (Grades PK - 12).

7. Aldine Substance Abuse Program (ASAP)

A prevention and intervention program that addresses tobacco/alcohol/and other issues related to substance abuse drug issues. The ASAP Counselors (licensed chemical dependency counselors) provide the following services: assessments, referrals, prevention education, interventions with students/families and transition services. The ASAP Counselors are housed at Aldine's discipline alternative education program to directly address and impact student and parent substance abuse issues.

8. Dyslexia

At any time (from kindergarten through grade 12) that a student continues to struggle with one or more components of reading and has characteristics of dyslexia a referral for dyslexia assessment should be made to the campus dyslexia specialist. The dyslexia specialist will collect additional information about the student in accordance to 504 procedures. Schools will use this information to evaluate the student's academic strengths and weaknesses and determine what actions are needed to ensure the student's academic performance. A 504 Committee determines the identification of dyslexia after reviewing all accumulated data and assessments. A

research based dyslexia intervention is to be used to intervene with dyslexia students. Teachers who assess and intervene with dyslexia students must be trained in instructional strategies that utilize individualized, intensive, multisensory, phonetic methods and a variety of writing and spelling components. Dyslexia students will follow Tier III intervention guidelines outlined in The Dyslexia Handbook Revised 2007, Updated 2010 Procedures Concerning Dyslexia Disorders from the Texas Education Agency.

9. Title I, Part A Program

The Title I, Part A program provides students with an enriched and accelerated educational program with effective instructional strategies and challenging academic content. A focus of Title I, Part A is to provide parents with meaningful opportunities to participate in the educational program. The *Title I Parent Involvement Policy* and *School-Parent Compact* have been developed to support partnerships and build capacity among schools and parents in order to help parents become full partners in the education of their children. The Title I Parent Involvement Policy and School-Parent Compact is included on the following pages.

ALDINE ISD TITLE I PARENTAL INVOLVEMENT POLICY

A major goal of the Aldine Independent School District Title I, Part A program is to “develop strong partnerships and commitments with the home.” Parents/Guardians and schools working together increase student achievement and develop positive attitudes about self and school. The intent of this policy is to carry out current practices in a more efficient, consistent and effective manner as well as generating new ways of strengthening the partnership. The following statements are means of developing strong partnerships between home, school, and community:

1. An annual meeting of the Title I Advisory Committee, including parents/guardians, community members, teachers and principals at each campus will be held at the beginning of the school year to discuss new Title I guidelines and review the purpose of Title I programs. A subsequent meeting will be held in the spring to give parents an opportunity to become involved with revising the policy for the upcoming school year as needed. For the parents’ convenience, this meeting will be held at different times and locations (if necessary). An interpreter will be provided when possible.
2. Each campus will distribute a School-Parent Compact (developed by students, parents/guardians, and staff members) to all students.
3. Each campus will provide staff development for staff and parents, and make resources available within its means. Provisions for parents lacking literacy skills or English proficiency will be made through literacy classes and/or translators.
4. Each campus will present at least three parent/guardian workshops a semester (academic and nonacademic in nature).
5. Teachers will provide progress reports and arrange conferences concerning students’ progress as needed throughout the year.
6. Parents/guardians are welcomed and encouraged to visit schools, volunteer, arrange conferences, attend meetings and share in decision making.
7. Communication with parents/guardians will be ongoing and may consist of phone calls, notices, conferences, home visits, a monthly newsletter informing them of school activities, programs, e-mail etc., and community services that are available.
8. Each campus will provide ongoing training on how to access Parent Connect and provide necessary technology.
9. Each campus will assist parents/guardians in understanding federal and state academic expectations, state content standards, student performance standards, school curriculum, school expectations and assessment results upon request.
10. Each campus will provide timely assistance and an intervention plan to help struggling students reach their academic, behavioral, and attendance goals.
11. There will be an annual evaluation held each spring which will include input from teachers, administrators, parents/guardians of participating students and community members to determine the effectiveness of the Title I Parental Involvement Program. The evaluation will assess how much parental involvement has increased and identify ways to overcome barriers that hinder parental involvement. The evaluation may consist of surveys, meetings, school visits, classroom observations, etc. The Title I Advisory Committee will use these results and revise its policy accordingly.

X. STUDENT GOVERNANCE

A. GRIEVANCE PROCEDURE

The Aldine Independent School District does not discriminate against any person because of race, creed, national origin, age, sex, economic status, handicapping condition, or limited English proficiency in promotion.

Any parent or student who has a complaint or grievance which cannot be resolved at the campus level through the principal may submit such a complaint or grievance in writing to the Superintendent of Schools.

B. OPEN RECORDS POLICY

Requests for information governed by the Open Records Act must be in writing and directed to the Superintendent of Schools. All information requested will be duplicated by district employees and made available in a reasonable time as specified by the district. The person(s) requesting a copy of a document will be charged \$.10 for each duplicated page.

C. TITLE IX/TITLE VI POLICY

It is the policy of Aldine Independent School District not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended. Aldine Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Aldine Independent School District offers vocational (occupational) programs in Agricultural Sciences, Home Economics, Industrial Technologies, Marketing, and Office Education. Admission to these programs is based on student needs, abilities, aptitudes, interests, grade level, and class size.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Dr. Archie Blanson, or the Section 504 Coordinator, Charlotte Davis, Director of Guidance, Counseling, and At Risk Students.

D. STUDENT RECORDS

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

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

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

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. Upon enrollment and annually thereafter, through the forms in the student parent handbook, a parent or eligible student has the right to “close” the student’s records. The last submitted form remains in effect. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential education records. Release is restricted to:

- The parents-whether married, separated, or divorced-unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal, at the last school of attendance, 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 requested records or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 14910 Aldine Westfield Houston, TX 77032.

Addresses of the principals’ offices are located at the beginning of the student handbook.

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

E. PTA / PTO and OTHER PARENT ORGANIZATIONS:

PTA, PTO and other Parent Organizations exist at many of our campuses. These organizations exist so that parents and school leaders can share ideas and strategies for parent involvement and student success.

Members of these organizations must adhere to all district policies and procedures with regard to safety and security, fundraising and campus-based activities. All fundraisers and campus-related activities must be approved by the principal or his/her designee in advance.

F. PARENT PORTAL AND PARENT CONNECT

Parent Portal allows parents/guardians the ability to track skills being taught, associated vocabulary words, and homework assignments. The system also allows parents/guardians the ability to view announcements and communicate with teachers via e-mail.

Parent Connect is designated to link parents and schools together via the internet. It enables parents to access their children's grades, attendance, school announcements and current progress. E-mail capability is also provided for improved communication between parents and the school. Parents can sign up for e-mail alerts on aspects of discipline, absences, tardies, and assignments.

Registration information and computer access for both systems can be acquired at your child's school.

G. WHAT IS AN EXTRACURRICULAR ACTIVITY?

Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities. To determine whether or not an activity is extracurricular, consider the following:

1. Is the activity competitive?
2. Is the activity held in conjunction with another activity that is considered to be extracurricular?
3. Is the activity held off campus, except in a case in which adequate facilities do not exist on campus?
4. Is the general public invited?*
5. Is admission charged?

If the answer to any of the questions above is "Yes," then the activity is extracurricular and ineligible students may not participate.

***Performance exception:** If a student is enrolled in a state-approved course that requires demonstration of the mastery of certain TEKS in a public performance, then the student may participate regardless of eligibility status. In this case, the answer to question #4 above may be either "Yes" or "No."

Source: Texas Administrative Code (TAC), Part II, Chapter 76, Subchapter AA.

<<http://ritter.tea.state.tx.us/rules/tac/chapter076/ch076aa.html>>

All activities that meet the definition of "Extracurricular" will be governed by the UIL Eligibility policies.

Aldine Independent School District

Student / Parent Handbook

**General Policies
EC/PK Elementary Policies
Discipline Management Plan**



2013-2014

EC/PRE-K ELEMENTARY SCHOOL POLICIES



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EC/PRE-K ELEMENTARY SCHOOL POLICIES

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ELEMENTARY SCHOOL POLICIES

I. ATTENDANCE POLICY

A. SCHOOL DAY (GRADES K-4, FULL DAY KINDERGARTEN 8:00 A.M. – 3:15 P.M.)

1. **Instruction begins promptly at 8:00 a.m.** Students who arrive after 8:00 a.m. are considered tardy and must report to the office for a tardy slip before going to class. The adult who brings the student to school must accompany him/her to the office and sign the student in before he/she proceeds to class. The student will receive a tardy slip.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided.”

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences of 10 or more days or parts of days within a six month period or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws will result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued will constitute a separate offense.

State Law requires that every child in the state who is six years of age or who is less than six years of age but has previously been enrolled in the first grade, be enrolled in school. Students must continue to be enrolled in school until their eighteenth birthday. Attendance shall be for a minimum of 160 days for grades K-6.

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Emergency medical or dental attention
4. Absences approved by the principal in advance
5. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons. **Only five notes are allowed per semester.** In the case of an absence due to a visit to a health care professional, a note from the health care professional's office and signed by that professional, must be brought to the school. These notes will be kept on file in the attendance office. Unexcused absences include but are not limited to truancy, missing the bus, over-sleeping, and absences not excused in advance by the principal. If a student is in attendance fewer than 160 days for grades K-6, the student will not receive credit.

An attendance committee may grant exceptions when extenuating circumstances merit an exception.

Attendance is taken at 9:30 a.m. Students will receive a perfect attendance certificate for being present and accounted for each day of the school year.

2. Elementary school supervision is not provided for students arriving before 7:00 a.m.
3. Breakfast is served beginning at 7:00 a.m.
4. Students may enter the classroom at 7:45 a.m.

5. **Scheduled dismissal time for elementary is 3:15 p.m.**
The school does not have facilities nor authorized personnel available to allow students to remain in school beyond dismissal time. Starting and ending times for Magnet schools may vary.

B. EARLY CHILDHOOD/PREKINDERGARTEN/FIRST GRADE

Pre-Kindergarten

To be enrolled in either the Aldine ISD pre-kindergarten program or the Aldine ISD Head Start Program a child must be four years old on or before September 1 and one of the following:

1. Be four years old on or before September 1st.
2. Be Limited English speaking and/or
3. Qualifies for free or reduced –priced meals and/or;
4. Be homeless, as defined by 42 U.S.C. Section 11302 and/or
5. Be the child of an active duty member of the U. S. Armed Forces
6. Be a foster child

Enrollment for pre-kindergarten will be on a first come first service basis until the class is full. Enrollment for the Head Start program will be based on greatest need according to a predetermined criterion. A waiting list will be established when the programs reach full capacity.

Kindergarten Under-Age (Tuition Charged)

The Aldine School District will accept under-age kindergarten students only on the condition that they are four (4) years old on or before September 1. The parent must show proof of enrollment in a public school of another state where four (4) year olds may legally attend kindergarten. The parent is responsible for paying \$25.00 per month tuition in advance and the student must be coded ineligible for ADA funding. Placement in PK may be considered.

Students in special education are eligible for educational services without paying tuition through the school year of the student's 22nd year, unless the student has graduated.

First Graders-Under Age

A student five (5) years old on or before September 1, is eligible to attend the first grade as a legal student if he/she has been legally enrolled in the first grade in another state or has completed public school kindergarten. He/She is eligible to be enrolled in the first grade and carried as an eligible first grade student for the full school term, provided the student was five (5) years of age on or before September 1 of the year involved.

A student who is five (5) years old on or before September 1, is eligible to attend the first grade if he/she has met the requirements of the Kindergarten Acceleration process:

1. Students who have been home schooled or from non-accredited (private) schools.
2. To determine grade placement for these students, a school committee will use a variety of methods. These methods may include standardized tests, benchmark tests, released TAKS test, student portfolios, etc.

Breakfast will begin being served at 7:15 a.m. Both breakfast and lunch will be served.

1. **Instruction begins promptly at 8:00 a.m.** Students who arrive after 8:00 a.m. are considered tardy and must report to the office for a tardy slip before going to class. The adult who brings the student to school must accompany him/her to the office and sign the student in before he/she proceeds to class. The student will receive a tardy slip.

2. Students must be picked up on time. The school does not have facilities nor authorized personnel available to allow students to remain in school beyond dismissal time.

Dismissal times will vary slightly depending on transportation requirements.

C. ATTENDANCE

1. Official school attendance is taken each day at **9:30 a.m.** Your child must be present at 9:30 a.m. in order to be counted present for the day.
2. In the event your child has to go to the doctor or dentist during school time, he/she can be counted present for the day, provided he/she commences classes or returns to school on the same day of the appointment. The student must present a signed note from the doctor/dentist. The child must also make up any missed work.
3. Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:
 1. Personal illness
 2. Serious illness or death in the student's immediate family
 3. Emergency medical or dental attention
 4. Absences approved by the principal in advance
 5. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons. **Only five notes are allowed per semester.** In the case of an absence due to a visit to a health care professional, a note from the health care professional's office and signed by that professional, must be brought to the school. These notes will be kept on file in the attendance office. Unexcused absences include but are not limited to truancy, missing the bus, over-sleeping, and absences not excused in advance by the principal. If a student is in attendance fewer than 160 days for grades K-6, the student may not be promoted.

An attendance committee may grant exceptions and may promote the student when extenuating circumstances merit an exception.

Attendance is taken at a set time during second period or during the second instructional hour of the day for all grades. Students will receive a perfect attendance certificate for being present and accounted for each day of the school year.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided”.

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences on 10 or more days or parts of days within a six month period or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws may result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued, will constitute a separate offense.

D. METHOD BY WHICH A STUDENT GOES HOME

1. Students need to have a note for the teacher the first day of school indicating the method they are to go home: bus, car rider, walker, nursery bus, etc.

2. If a child is to go home a different way than originally indicated, another note must be sent indicating the change and the date the change is to begin. Any changes that have not been communicated to the school prior to the day's dismissal require the parent to sign the student out in the office. **The student will be sent home the regular way unless written notice is given.**

E. STUDENTS LEAVING AND/OR RETURNING DURING THE SCHOOL DAY

1. If for some reason your child needs to be taken out of school during the day, please send a note to the child's teacher that morning stating the reason and the time you will be picking up your child.
2. All students must be signed out in the office by the parent or guardian. **A current ID will be requested at the time the student is signed out.** If the student returns to school, he/she must be readmitted through the office.
3. **Parent/Guardian must specify on the student's registration card the names of persons who are eligible to pick up their child from school.**

F. REGISTRATION

Student Registration Cards - Parents must supply the school with correct home telephone numbers, work telephone numbers, and emergency telephone numbers. This information is required for all students enrolled. Parents are responsible for notifying the school office when any changes occur.

II. SAFETY AND SECURITY POLICIES

A. FUND RAISING

The purpose of fundraising activities is to provide additional financial support to the academic, co-curricular and extra-curricular programs available to students on campus.

Campuses may conduct fund raising activities throughout the school year. Consideration must be given for minimum disruption of instructional time during the school day.

At the high school and middle school levels, each student program /organization may conduct three fund raising activities each school year.

Raffles, lotteries and other games of chance are prohibited by State Law, and shall not be conducted on school property or by school organizations.

Organizations identified as a non-profit with a 501(c) status are not permitted to conduct raffles, lotteries and other games of chance on district property.

All fund raising activities must be approved and scheduled through the building principal with specific goals for the activity stated in the proposal.

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items.

Parents must consent for their child to fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

Students will not be allowed to conduct fund raising activities door-to-door or on the street.

III. ACADEMIC POLICIES

A. GRADES

The grading scale for students is as follows:

100 - 90 = A	E = Excellent
89 - 80 = B	S = Satisfactory
79 - 75 = C	N = Needs Improvement
74 - 70 = D	U = Unsatisfactory (Parent contact will be made in grades PreK - 4)
69 - 0 = F	(Parent contact will be made in grades PreK - 4)

B. REPORT CARDS

Report cards are issued to each student at the end of each grading period. Please sign and return the report card envelope to your child's teacher.

C. PROGRESS NOTES

The purpose is to keep the parent informed of student performance. Progress notes are to be signed by parents and returned to school the following day. Error in notification will not necessarily result in a change in grades.

D. TUTORING

Tutoring is offered for those students who make below 70 in language arts, math, science, and social studies. Parents will be notified when their child becomes eligible for the tutoring program.

E. CONFERENCES

Each teacher has a conference period during the school day. If you wish to have a conference, please contact the teacher or call the school at least one day in advance to make sure that the teacher does not already have a conference scheduled.

F. HOMEWORK

Homework should be purposeful and adjusted to the needs of the individual student. It is expected that most homework be done out of class. Homework assignments should be thoroughly discussed and explained in class. The teacher will follow up on homework assignments. Class work should not be considered homework.

G. PERFECT ATTENDANCE INCENTIVES

Students will receive perfect attendance incentives for being present each day in each six weeks and for the school year.

H. HONOR ROLL

Excellence in education is a goal that every school system strives to accomplish. Each nine weeks, students in Aldine are recognized for their academic excellence by their placement on the Honor Roll. The Aldine Independent School District uses the following Honor Roll guidelines in each elementary school. (Students in Pre-Kindergarten and Kindergarten are not eligible for honor roll distinction since report cards are in a checklist format in PreKindergarten and a letter format for Kindergarten).

1. **Grades One through Four**

Students receiving all A's to all A's and 2 B's will be placed on the Honor Roll.
(A=90-100, B=80-89)

2. A student's average in the Math, Reading, Written Communication, Science/Health, and Social Studies are considered part of the Honor Roll criteria.

I. MERIT ROLL

1. **Grades One through Four**

Students receiving all A's and three B's to all B's will be placed on the Merit Roll.
(A=90-100, B=80-89)

2. A student's average in the Math, Reading, Written Communication, Science/Health, and Social Studies are considered part of the Merit Roll criteria.

J. PROMOTION/RETENTION

1. General Education Program: In order to be promoted, students must meet all of the following criteria:

- Students will complete the requirements for reading with an average of 70 or above.
- Students will complete the requirements for math with an average of 70 or above.

2. In exceptional cases, placement of a student at the appropriate grade level may occur with the approval of a campus committee.
3. A student may be promoted to the next grade level when he/she has attended at least 90% of the summer school session and successfully mastered the objectives for that grade level.
4. A student who has failed both reading and math **will not be eligible for promotion** through the summer school program.

Additional Promotion Standards

1. Limited English Speaking students must make a minimum of one year's growth in English/Reading to be promoted.

K. RE-TEACH AND RE-ASSESSMENT POLICY

Re-teaching and re-assessment is appropriate for all instructional objectives assessed as major grades as recorded in the teacher's gradebook regardless of the original assessment grade. It should be a continuous and ongoing component of every course. All students will have the opportunity to re-assess one time within the specified two-week window for every major grade. The teacher is required to provide this opportunity for all students scoring below 70% on a major grade.

The original and the re-assessment grade must be documented in the teacher's grade book score notes. Only the higher of the two grades will be placed in the grade book when averaging grades for the reporting period.

Re-teaching for individual or small groups of students will occur during specified times, such as class time or before or after school, in accordance with the campus Re-teach and Re-assessment Policy Plan. Teachers must provide differentiated instruction during regular class time if more than 30% of students fail to demonstrate mastery on an assessment.

Re-assessment

Re-assessment must occur on major grades. The evidence of re-assessment must be documented in the score notes of the teacher's grade book including both the original and re-assessment grade.

- In order for students to receive re-assessment options, students must turn in major grade assignments and projects by the actual due date.
- Re-assessment must be completed within two weeks of the original assessment. Students must follow re-teach and re-assessment schedule developed by the home campus.

- Students are expected to take all assessments on the specified test day. Those who refuse to take the test on the specified test day will be receive a 0 and will not have an opportunity to re-assess. (Exception: Parent note stating student had extenuating circumstances such as illness, death, family related issues, etc.).
- Each campus will develop a plan for monitoring the implementation of the Re-teach and Re-assessment Policy.

Re-assessment of major grades includes but is not limited to:

- Re-testing, using a different assessment
- Test corrections with justifications
- Written product

L. GRADE REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

Elementary students whose report card grades in any subject are less than 70 may not participate in any extracurricular activity during the succeeding three week period. At the end of the next three week reporting period, if the student's grade is 70 or above, he/she may be reinstated in the extracurricular activity.

PLAGIARISM

Plagiarism is the act of taking someone's words or ideas as if they were your own. It is the unauthorized use, duplication, or close imitation of texts, ideas, thoughts, passages or excerpts of another author and the representation of them as your own original work. If a student submits plagiarized work he/she is subject to the consequences outlined in the Discipline Management Plan including receiving a zero on the assignment

IV. SCHOOL PARTIES

The following school parties are allowed for students in the elementary schools:

1. Mid-Winter Break - A one hour party with simple refreshments can be held the last hour of the school day on the last day of classes prior to winter break.
2. Easter - PreKindergarten, Kindergarten, First and Second Grades are allowed to have an Easter egg hunt on the school campus. Grades Three and Four may observe Easter with appropriate activities. Refreshments may be served to all students the last hour of the day.
3. Valentine's Day - Valentines may be exchanged by the students. No refreshments will be permitted.
4. Parties for students or teachers are not permitted.
5. Please do not send cupcakes, cookies, cake, candy, balloon bouquets or flowers to celebrate special occasions.
6. Home prepared foods are not allowed at school.

Aldine Independent School District

Student / Parent Handbook

**General Policies
Intermediate Policies
Discipline Management Plan**



2013-2014

INTERMEDIATE SCHOOL POLICIES



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INTERMEDIATE SCHOOL POLICIES

I. ATTENDANCE POLICIES

- A. SCHOOL DAY (GRADES 5-6 8:30 A.M. - 4:00 P.M.)
EXCEPTION: HOUSTON ACADEMY 7:15 A.M. – 2:40 P.M.

1. **Instruction begins promptly at 8:30 a.m.** Students who arrive after 8:30 a.m. are considered tardy and must report to the office for a tardy slip before going to class.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided.”

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences on 10 or more days or parts of days within a six month period or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws will result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued, will constitute a separate offense.

2. Intermediate school supervision is **not** provided for students arriving before 8:00 a.m.
3. Breakfast is served beginning at 8:00 a.m.
4. Students may enter the classroom at 8:20 a.m.
5. **Scheduled dismissal time for intermediate schools is 4:00 p.m.**
6. The school does **not** have facilities nor authorized personnel available to allow students to remain on campus beyond dismissal time unless they are involved in a school supervised program.

B. ATTENDANCE

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Emergency medical or dental attention
4. Absences approved by the principal in advance
5. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons. **Only 5 notes are allowed per semester.**

In the case of an absence due to a visit to a health care professional, a note from the health care professional's office and signed by that professional, must be brought to the school. These notes will be kept on file in the attendance office. Unexcused absences include but are not limited to truancy,

missing the bus, over-sleeping, and absences not excused in advance by the principal. If a student is in attendance fewer than 160 days for grades K-6, the student will not be promoted.

An attendance committee may grant exceptions and may promote the student when extenuating circumstances merit an exception.

Attendance is taken at a set time during second period or during the second instructional hour of the day for all grades. Students will receive a perfect attendance certificate for being present and accounted for each day of the school year.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided”.

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences on 10 or more days or parts of days within a six month period or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws may result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued, will constitute a separate offense.

In the event your child has to go to the doctor or dentist during school time, he/she can be counted present for the day, provided he/she returns to school the same day with a signed note from the doctor/dentist. The child must also make up any missed work.

C. METHOD BY WHICH A STUDENT GOES HOME

1. Students need to have a note for the teacher the first day of school indicating the method they are to go home: bus, car rider, walker, nursery bus, etc.
2. If a child is to go home a different way than originally indicated, another note must be sent indicating the change and the date the change is to begin. **The student will be sent home the regular way unless written notice is given.**

D. STUDENTS LEAVING AND/OR RETURNING DURING THE SCHOOL DAY

1. If for some reason your child needs to be taken out of school during the day, please send a note to the attendance office that morning stating the reason and the time you will be picking up your child.
2. All students must be signed out in the office by the parent or guardian. **A current ID will be requested at the time the student is signed out.** If the student returns to school, he/she must be readmitted through the office.
3. **Parent/Guardian must specify on the student’s registration card the names of persons who are eligible to pick up their child from school.**

E. REGISTRATION

Student Registration Cards - It is imperative that the school be supplied with home telephone numbers, work telephone numbers, and emergency telephone numbers.

II. SAFETY AND SECURITY POLICIES

FUND RAISING

The purpose of fundraising activities is to provide additional financial support to the academic, co-curricular and extra- curricular programs available to students on campus.

Campuses may conduct fund raising activities throughout the school year. Consideration must be given for minimum disruption of instructional time during the school day.

Raffles, lotteries and other games of chance are prohibited by State Law, and shall not be conducted on school property or by school organizations.

Organizations identified as a non-profit with a 501(c) status are not permitted to conduct raffles, lotteries and other games of chance on district property.

All fund raising activities must be approved and scheduled through the building principal with specific goals for the activity stated in the proposal.

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items.

Parents must consent for their child to fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

Students will not be allowed to conduct fund raising activities door-to-door or on the street.

III. ACADEMIC POLICIES

A. GRADING PERIODS

1. Grades are reported on a nine-week basis. Nine (9) nine-week grades will be averaged to determine a yearly grade for each course.
2. At the end of the first three weeks and six weeks of each grading period, teachers will send progress reports home on every child. Parents or guardians will be contacted by the teacher at any time after the three week reporting period to inform them that there is a clear indication the student is doing unsatisfactory work or failing. Error in notification will not necessarily constitute a change of grade.
3. Progress reports are to be signed by parents and returned to school the following day. Students not complying with this policy may be subject to disciplinary action.
4. Students who make a failing grade at the end of the first six weeks will not be eligible to participate in extracurricular activities until the three weeks progress check. If student is passing ALL SUBJECTS at that time, he/she becomes eligible. See page 7 of *General Policies*.

B. GRADING SYSTEM

1. All grades will be reported numerically with 70 being the minimum passing grade.
2. Report cards are issued to each student at the end of each grading period.

C. CONDUCT GRADES

Conduct grading is as follows:

- E = Excellent – The student has an excellent attitude. He/She is very cooperative and never has to be corrected. He/She conforms to all school rules and regulations and contributes to the class learning environment.
- S = Satisfactory – The student's behavior is generally acceptable.
- N = Needs Improvement – The student is uncooperative and his/her attitude is unacceptable. Parents must be contacted.
- U = Unsatisfactory – Subject to Removal – The student is insubordinate and unwilling to conform to school rules and regulations. The principal or assistant principal is consulted in giving this grade. The parent is contacted.

D. PROMOTION/RETENTION POLICY

1. Students must achieve an overall average of 70 or better for all courses taken in order to be promoted from one grade to the next. Students must also achieve an average of 70 or better in each of the following: English, reading, math, science, and social studies. **Fifth grade students must also pass the reading and math STAAR tests to be eligible for promotion.**
2. Students may attend extended year in order to make up a failed course. It may be possible to avoid placement or retention through extended year credit. **Students who have failed a portion of the STAAR test may lose elective courses in order to make room in the schedule for the remedial program.**
3. Students who fail an academic course or any STAAR test and do not attend summer school or do not pass the course in summer school are eligible for retention.
4. In exceptional cases, placement of a student at the appropriate grade level may occur with the approval of a campus grade placement committee.

E. HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for completion. The term "homework" also includes home study assignments in which no written work is required. Students should plan to spend at least an hour each night in preparing for the next day's classes and/or reviewing.

Grades 5-6

1. Class work should not be considered homework.

2. Total homework assignments should not exceed 45 minutes. Special projects may require more time.
3. The teacher will follow-up on homework assignments.

F. TESTS (WEEKLY, UNIT, DAILY, QUIZZES)

Teachers may give a short quiz at any time in order to keep a check on whether or not the students are studying their daily assignments and to determine if the students are understanding the materials. Also, quizzes furnish daily grades that are helpful in determining a student's level of mastery when averaged in with the major test grades to get the semester grade. Weekly, unit, common assessments, nine-week tests, and final exams are announced in advance.

G. MAKE-UP WORK

1. Work assigned on the day of an excused absence must be completed and given to the teacher based on the number of days absent. (i.e. if absent one day, then students have one day to turn in all work missed).
2. For extended absences, special arrangements need to be made with the teacher for make-up work.
3. Students who do not make-up work during the allotted time, or who have not made other arrangements with the teachers involved, may expect to get a zero for work missed.
4. Work assigned on the day of an absence must be completed and given to the teacher. It is the responsibility of the teacher to provide make-up work when the student returns to class. The student is expected to complete and submit the make-up work. No penalty is to be attached to make-up work turned in within three school days of returning to class for any absence.
5. When the students are absent for several days, the school will help in getting assignments from teachers. Parents will need to call a day in advance to make these arrangements.

H. PERFECT ATTENDANCE INCENTIVES

Students will receive perfect attendance incentives for being present each school day during the year. Attendance will be taken daily during second period.

I. HONOR ROLL/MERIT ROLL

HONOR ROLL

Excellence in education is a goal that every school system strives to accomplish. Each nine weeks, students in Aldine are recognized for academic excellence by placement on the Honor Roll. The Aldine Independent School District uses the following Honor Roll guidelines in each intermediate school

1. **Grades Five through Six**
Students receiving all A's to all A's and two B's will be placed on the Honor Roll. (A=90-100, B=80-89)
2. A student's averages in Math, Reading, Written Communication, Science/Health, and Social Studies are considered part of the Honor Roll criteria.

MERIT ROLL

1. **Grades Five through Six**
Students receiving all A's and three or more B's will be placed on the Merit roll.
(A=90-100, B=80-89)
2. A student's averages in Math, Reading, Written Communication, Science/Health, and Social Studies are considered part of the Merit Roll criteria.

J. PLAGIARISM

Plagiarism is the act of taking someone's words or ideas as if they were your own. It is the unauthorized use, duplication, or close imitation of texts, ideas, thoughts, passages or excerpts of another author and the representation of them as your own original work. If a student submits plagiarized work he/she is subject to the consequences outlined in the Discipline Management Plan including receiving a zero on the assignment.

K. RE-TEACH AND RE-ASSESSMENT POLICY

Re-teaching and re-assessment is appropriate for all instructional objectives assessed as major grades as recorded in the teacher's gradebook regardless of the original assessment grade. It should be a continuous and ongoing component of every course. All students will have the opportunity to re-assess one time within the specified two-week window for every major grade. The teacher is required to provide this opportunity for all students scoring below 70% on a major grade.

The original and the re-assessment grade must be documented in the teacher's grade book score notes. Only the higher of the two grades will be placed in the grade book when averaging grades for the reporting period.

Re-teaching for individual or small groups of students will occur during specified times, such as class time or before or after school, in accordance with the campus Re-teach and Re-assessment Policy Plan. Teachers must provide differentiated instruction during regular class time if more than 30% of students fail to demonstrate mastery on an assessment.

Re-assessment

Re-assessment must occur on major grades. The evidence of re-assessment must be documented in the score notes of the teacher's grade book including both the original and re-assessment grade.

- In order for students to receive re-assessment options, students must turn in major grade assignments and projects by the actual due date.
- Re-assessment must be completed within two weeks of the original assessment. Students must follow re-teach and re-assessment schedule developed by the home campus.
- Students are expected to take all assessments on the specified test day. Those who refuse to take the test on the specified test day will receive a 0 and will not have an opportunity to re-assess. (Exception: Parent note stating student had extenuating circumstances such as illness, death, family related issues, etc.).
- Each campus will develop a plan for monitoring the implementation of the Re-teach and Re-assessment Policy.

Re-assessment of major grades includes but is not limited to:

- Re-testing, using a different assessment

- Test corrections with justifications
- Written product

IV. SCHOOL PARTIES

The following school parties are allowed for students in the intermediate schools:

1. Mid-Winter Break - A one hour party with refreshments can be held the last hour of the school day on the last day of classes prior to the holidays.
2. Valentine's Day - Valentines may be exchanged by the students. No refreshments will be permitted.
3. Surprise parties for students or teachers are not permitted.
4. Please do not send cupcakes, cookies, cakes, candy, balloon bouquets or flowers to celebrate special occasions.
5. Homebaked goods are not allowed at school. The City of Houston health regulations forbid use of homebaked goods for any special occasion at school involving students.
6. The intermediate schools have the following limitations for class socials:
 - Sixth grade – one social (for sixth graders only)

Aldine Independent School District

Student / Parent Handbook

**General Policies
Middle School Policies
Discipline Management Plan**



2013-2014

MIDDLE SCHOOL POLICIES



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MIDDLE SCHOOL POLICIES

I. ATTENDANCE POLICIES

A. SCHOOL DAY (GRADES 7-8 8:30 A.M. – 4:00 P.M.) Exception Drew Middle School (7:15 AM – 2:40 PM)

1. **Instruction begins promptly at 8:30 a.m.** Students who arrive after 8:30 a.m. are considered tardy and must report to the office for a tardy slip before going to class.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided.”

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences of 10 or more days or parts of days within a six month period or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws will result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued will constitute a separate offense.

2. Supervision is **not** provided for middle school students arriving before 8:00 a.m.
3. Breakfast is served beginning at 8:00 a.m.
4. Students may enter the classroom at 8:20 a.m.
5. **Scheduled dismissal time for middle schools is 4:00 p.m.**
6. The school does **not** have facilities nor authorized personnel available to allow students to remain on campus beyond dismissal time unless they are involved in a school supervised program.

B. ATTENDANCE

Official school attendance is taken each day at second period. Your child must be present at second period in order to be counted present for the day. However, if your child has a medical appointment and returns to school with the doctor’s note the same day, he/she will not be counted absent.

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused.

Excused absences are granted for the following reasons:

1. Personal illness
2. Health care appointments for the child of an enrolled student.
3. Serious illness or death in the student’s immediate family
4. Emergency medical or dental attention
5. Absences approved by the principal in advance
6. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons.

Only 5 notes are allowed per semester.

C. METHOD BY WHICH A STUDENT GOES HOME

If a child is to go home a different way than originally indicated, another note must be sent indicating the change and the date the change is to begin. **The student will be sent home the regular way unless written notice is given.**

D. STUDENTS LEAVING AND/OR RETURNING DURING THE SCHOOL DAY

1. If for some reason your child needs to be taken out of school during the day, please send a note to the attendance office that morning stating the reason and the time you will be picking up your child.
2. All students must be signed out in the office by the parent or guardian. **A current ID will be requested at the time the student is signed out.** If the student returns to school, he/she must be readmitted through the office.

E. ABSENCES FOR EXTRACURRICULAR ACTIVITIES

No student shall miss more than ten (10) days in any class during the school year for the purpose of participating in or attending any school activity either on or off campus. No more than seven (7) days may be missed in any one semester.

F. TRUANCY

All students are expected to be in school unless they have parental approval to be absent (refer to ATTENDANCE POLICY - Page 8-10, *General Policies*). Any absence which occurs without the knowledge and approval of the student's parent(s) is truancy. Attendance is primarily student and parental responsibility. A parent conference will be held with the school principal before the student may be allowed to return to school. (Leaving school without school authorities' permission and not signing out in the attendance office is considered truancy.) Under the State Compulsory Attendance Law, truancy may result in court action for a student and parent(s).

II. SAFETY AND SECURITY POLICIES

A. FUND RAISING

The purpose of fundraising activities is to provide additional financial support to the academic, co-curricular and extra-curricular programs available to students on campus.

Campuses may conduct fund raising activities throughout the school year. Consideration must be given for minimum disruption of instructional time during the school day.

At the high school and middle school levels, each student program /organization may conduct three fund raising activities each school year.

Raffles, lotteries and other games of chance are prohibited by State Law, and shall not be conducted on school property or by school organizations.

Organizations identified as a non-profit with a 501(c) status are not permitted to conduct raffles, lotteries and other games of chance on district property.

All fund raising activities must be approved and scheduled through the building principal with specific goals for the activity stated in the proposal.

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items.

Parents must consent for their child to fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

Students will not be allowed to conduct fund raising activities door-to-door or on the street.

B. LOCKERS

Each student may be assigned a locker for the storage of books, materials, and equipment, and it is the student's responsibility to see that the locker is kept neat and clean inside and out at all times. Lockers are school property and not personal property. Students are expected to maintain a clean locker. Any needed repairs are to be reported to the main office. Students should use only the locker assigned by the school. Students should get study materials for several classes so as not to have to go to their lockers at each class change.

C. IDENTIFICATION (ID) CARDS

Photo ID cards will be issued to all middle school students (grades 7 and 8). The ID's must be worn on the school approved lanyard, be visible from the front, and worn at all times on school grounds. Failure to properly display the student ID badge will result in disciplinary action. The ID badge must be surrendered when the student withdraws from school. A \$5.00 replacement fee is charged for replacement of a lost ID. The cost of temporary student ID's is \$1.00.

III. ACADEMIC POLICIES

A. GRADING PERIODS

1. Grades are reported on a nine-week basis with progress reports at the third and six weeks. The nine week's grades will equal 90% of the yearly grade and the final exam will equal the remaining 10%. Semester grades will be averaged to determine a yearly grade for each course.
2. Middle school students who take high school classes, including EOC courses, for high school credit will follow the high school grading policy to receive credit. Also, students will be required to maintain an 80 average to remain in Algebra I.
3. At the end of the first three weeks of a grading period, the teacher shall provide notice of progress to the parent or guardian of a student whose grade average in any class is lower than 75, whose grade average is deemed borderline failing by the teacher, or whose grade average indicates a drop of the equivalent of two or more grades. If a student should begin to fail after progress reports have been issued, the parents or guardians will be contacted by the teacher(s). Error in notification will not necessarily constitute a change of grades.
4. Progress reports are to be signed by parents and returned to school the following day. Students not complying with this policy may be subject to disciplinary action.
5. Students who make a failing grade at the end of the first six weeks will not be eligible to participate in extracurricular activities until the three week's grade check. If the student is passing ALL SUBJECTS at that time, he/she becomes eligible. *See page 7 of General Policies.*
6. **Final Exam – Completing a final exam is a course requirement and must be taken in order to pass the course and receive credit for that course. Students must take final exams in order to receive credit in a course, unless the students qualify for an exemption under current policy.**

The state conversion scale for numerical grades is:

100-90 = A

89-80 = B

79-75 = C

74-70 = D

69- 0 = F

B. GRADING POLICY

The following grade policy will be used for all courses taught at the secondary level:

1. Percentages for major and daily work:

		<u>Major</u>	<u>Daily</u>	<u>Homework</u>
a.	Regular	60%	30%	10%
b.	Honors/GT	60%	30%	10%

2. Major Grades

A minimum of three major TEKS/Benchmark based major grades should be recorded per grading period.

Major grades may consist of, but are not limited to, the following:

- common assessments
- nine weeks tests
- benchmark exams
- unit/chapter tests
- research projects/papers (final product)
- special projects (science fair, history fair, performances, speeches, etc.)
- performance-based assessment
- book reports/critiques
- compositions
- portfolios

District common assessments and nine-weeks tests will be given in all core courses on the following schedule:

1st 9 weeks

Cumulative assessment

2nd 9 weeks

Cumulative assessment

3. Daily Grades

A minimum of **ten** TEKS/Benchmark based daily grades/homework should be recorded per cycle.

Daily work may consist of, but is not limited to, the following:

- group/individual projects
- hands-on activities/labs/rehearsals
- class/group work (cooperative learning, etc.)
- vocabulary assignments
- learning centers
- chapter/unit tests (if applicable)
- lab reports
- computer activities
- notebooks

- appropriate homework
- vocabulary/spelling tests and/or assignments
- interim work for projects/papers
- quizzes
- activities from adopted text series
- calculator activities
- journals
- writing processes (prewriting, drafting, revising, editing, publishing)
- informal compositions
- portfolios
- speech/communication/presentation skills

Note: each subject area may have special categories that have not been listed, but should be used consistently throughout the district.

C. CONDUCT GRADES

Conduct grading is as follows:

- E = Excellent - The student has an excellent attitude. He/she is very cooperative and never has to be corrected. He/she conforms to all school rules and regulations and contributes to the class learning situation.
- S = Satisfactory - The student's behavior is generally acceptable.
- N = Needs Improvement - The student is uncooperative and his/her attitude is unacceptable. Parents must be contacted.
- U = Unsatisfactory - Subject to removal. The student is insubordinate and unwilling to conform to school rules and regulations. The Principal or Assistant Principal is consulted in giving this grade. The parent is contacted.

D. PROMOTION/RETENTION/PLACEMENT POLICY

1. Students must achieve an average of 70 or better in each of the following core-content courses: ELA and or reading, math, science and social studies.
2. Students must pass all sections of the STAAR to be eligible for promotion.
3. Students who fail more than two (2) core courses during a school year will not be eligible for promotion.
4. Students who have failed a core-content course(s) and/or a STAAR exam(s) must successfully complete accelerated instruction during extended year to meet promotion requirements. Successful completion requires 100% attendance and mastery of the objectives for that grade level.
5. Students who have failed a core-content course(s) and/or a STAAR exam(s), and who do not successfully complete accelerated instruction during extended year may only advance to the next grade by a unanimous decision made by the Grade Placement Committee.
6. Students who have failed a portion of the STAAR test may lose elective courses, the following school year, in order to make room in the schedule for the remedial program.

7. If an appeal has been initiated by the parent or guardian, the Grade Placement Committee (GPC) may decide in favor of promotion only if the GPC concludes, upon review of all facts and circumstances and in accordance with standards adopted by the local school board, that the student is likely to perform on grade level given additional accelerated instruction during the next school year. A student may be promoted only if the GPC's decision is unanimous. The review and final decision of the GPC must be appropriately documented as meeting the standards adopted by the local school board. These standards may include but are not limited to the following:

a. Component 1: evidence of satisfactory student performance, including grades, portfolios, work samples local assessments, and individual reading and mathematics diagnostic tests or inventories. The following information may be used to determine evidence of satisfactory student performance:

Writing Folders - Satisfactory scores on writing assignments

Benchmark Assessment Scores - Passing grades of at least 85 or above on reading and math tests

Report Card Grades - Students must pass each core class (reading, English, math, science, and social studies) in order to be promoted.

Norm-Referenced Tests

Texas English Language Proficiency Assessment System Results

TELPAS Reading (ADVANCED)

Checkpoint Tests - Average of 85 or higher on checkpoint tests in reading and math

Teacher Observation

Inclusion information through the ARD

b. Component 2: improvement in student test performance over the available testing opportunities; and

c. Component 3: extenuating circumstances that have adversely affected the student's participation in either the required assessments or accelerated instruction.

d. Component 4: The following information will be considered as appropriate:

Enrollment data: mobility and attendance

Previous records of retention and student's age

Universal Screening Data

Record of previous intervention, Individual Intervention Plan

Previous referrals for special education

Documentation of the Early Intervention Team

Schedules and notes from parent conferences

Parent contacts

Any other appropriate information from the student's cumulative folder

8. In exceptional cases, placement of a student at the appropriate grade level may occur with the approval of a campus committee.

E. GRADING POLICIES

Late Work/ Minimum Requirements Policy

Teachers are expected to work with students to turn in late work. To align practices with the belief that grades should reflect student mastery of skills and not student behaviors, students should have ample opportunities to complete assignments. Teachers will employ RtI interventions to ensure student success and demonstration of student mastery. Teachers should use professional judgment to align strategies and equitable opportunities for students to complete work considering extenuating circumstances, etc.

Interventions

Campuses will provide multiple intervention opportunities for students who have not completed assignments by the due date. These opportunities may include but are not limited to:

- Lunch study sessions
- Before/after school study sessions

Major grades

- If students do not submit work on time, teachers must begin intervention strategies to assist students in completing the assignment. Strategies must be aligned to individual campus strategies.
- Students may submit late work with ten points deducted for each day after the due date. After the third school day the highest grade will be a 70.
- Teachers/departments have the option to extend the deadline or date to accept late work beyond the third day for a maximum of 70 points possible.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of major assignments.

Daily Work

- Students are expected to complete daily assignments.
- If students do not complete daily work, then teachers must use the appropriate interventions to help students practice and demonstrate mastery of skills.
- Teachers must begin intervention strategies to assist students in completing the assignment. Strategies must be aligned to individual campus strategies.
- Students may submit late work with ten points deducted for each day after the due date. After the third school day the highest grade will be a 70.
- Teachers/departments have the option to extend the deadline or date to accept late daily work beyond the third day for a maximum of 70 points possible.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of daily assignments.

Homework

- Students are expected to complete homework. Students who come to class without homework will complete the assignment according to the school's system for completing work.
- Opportunities to complete homework include but are not limited to the following options:
 1. complete the work in after school tutoring/study session
 2. complete the work at home to turn in the next day for minus 10 points.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of daily or major assignments. Interventions may occur during lunch study session or before/after school study sessions.

Make-up Work

- Work assigned on the day of an absence must be completed and given to the teacher. It is the responsibility of the teacher to provide make-up work when the student returns to class. The student is expected to complete and submit the make-up work.
 - No penalty is to be attached to make-up work turned in within three school days of returning to class for any absence.

- For extended absences of more than three school days, special arrangements need to be made with the teacher for makeup work.
- When students are absent for several days, the school will help in getting assignments from teachers. Parents will need to call a day in advance to make these arrangements.
- Campus staff will follow the NG policy for students with excessive absences. No penalty is to be attached to make-up work assigned/approved by the attendance committee, the principal, or the principal's designee.

Instructional Intervention – Re-Teaching /Reassessment Policy

Re-teaching and remediation are important components of instruction. Throughout a daily lesson, the teacher should monitor student understanding. Such monitoring alerts both teacher and student to the possible need for re-teaching for mastery of concepts. Instruction that provides student practice with teacher assistance before students work independently also helps to prevent student failures in understanding.

In addition, formal or informal assessment may identify some students who have not understood the concept presented. The teacher must then select reteaching activities that present the content in a new or different learning modality. For example:

- if the initial instruction was primarily visual, the corrective activity might be manipulative.
- if the teacher used the deductive approach initially, the corrective activity might use an inductive approach.

In this way, the student will gain a new perspective on the task.

Documentation that re-teaching has occurred may consist of entries in the teacher's lesson plans and/or grade book. There **must** be documentation of re-teaching when the teacher has determined that the student has not mastered the Texas Essential Knowledge and Skills.

Re-teaching and reassessment is appropriate for all objectives, all assessments, including daily quizzes, unit and major tests, and all students, regardless of the original assessment grade. It should be a continuous and ongoing component of every course. All students will have the opportunity to reassess, but it is required for all students scoring below 70 on a unit or major test. The decision as to how to reassess skills that are re-taught is the responsibility of the classroom teacher. Reassessment methods include, but are not limited to:

- Class discussion/review
- Demonstration
- Observation
- Oral questioning
- Re-teaching in another unit
- Test corrections
- Additional assignments
- Retesting, using a different assessment

Individual Re-teaching/: Reassessment

Evidence of reassessment must be documented in the score notes in the official district gradebook software. Both the original and reassessed grade must be listed in the score notes, but only the higher of the two grades will be placed in the grade book when averaging grades for the reporting period. Reassessment may also occur during lunch study session or before/after school study sessions.

Whole Class Re-teaching/Reassessment:

If more than 30% of students fail to demonstrate mastery on an assessment, retesting **will** be utilized as the assessment method. While both the original and the retest grade must be documented in the grade book score notes, **only** the higher of the two grades will be placed in the grade book when averaging grades for the reporting period.

Incomplete Grades and Eligibility

If a student, because of no fault of his own, cannot get the required work by the end of the grading period, the teacher will give the student an “I” (Incomplete) until the work is completed. The student must arrange with the teacher to complete the work within seven (7) calendar days and the teacher is responsible to change the “I” to a numeric grade using the district grade change policy/procedure. If a numeric grade is not updated within the 7 calendar days, the student will remain ineligible through the next grading period.

F. TESTS (WEEKLY, UNIT, DAILY, QUIZES)

Teachers may give short quizzes at any time in order to keep a check on whether or not the students are studying their daily assignments and to determine if the students understand the material. Also, quizzes furnish daily grades that are helpful when averaged in with the major test grades and class participation to get the semester grade. Weekly, unit, common assessments, and six-week tests, and final exams are announced in advance.

G. RE-TEACH AND RE-ASSESSMENT POLICY

Re-teaching and re-assessment is appropriate for all instructional objectives assessed as major grades as recorded in the teacher’s gradebook regardless of the original assessment grade. It should be a continuous and ongoing component of every course. All students will have the opportunity to re-assess one time within the specified two-week window for every major grade. The teacher is required to provide this opportunity for all students scoring below 70% on a major grade.

The original and the re-assessment grade must be documented in the teacher’s grade book score notes. Only the higher of the two grades will be placed in the grade book when averaging grades for the reporting period.

Re-teaching for individual or small groups of students will occur during specified times, such as class time or before or after school, in accordance with the campus Re-teach and Re-assessment Policy Plan. Teachers must provide differentiated instruction during regular class time if more than 30% of students fail to demonstrate mastery on an assessment.

Re-assessment

Re-assessment must occur on major grades. The evidence of re-assessment must be documented in the score notes of the teacher’s grade book including both the original and re-assessment grade.

- In order for students to receive re-assessment options, students must turn in major grade assignments and projects by the actual due date.
- Re-assessment must be completed within two weeks of the original assessment. Students must follow re-teach and re-assessment schedule developed by the home campus.
- Students are expected to take all assessments on the specified test day. Those who refuse to take the test on the specified test day will be receive a 0 and will not have an opportunity to re-assess. (Exception: Parent note stating student had extenuating circumstances such as illness, death, family related issues, etc.).

- Each campus will develop a plan for monitoring the implementation of the Re-teach and Re-assessment Policy.

Re-assessment of major grades includes but is not limited to:

- Re-testing, using a different assessment
- Test corrections with justifications
- Written product

H. FEES

There will be no fee charged in any course taught by Aldine Independent School District. However, some services formerly covered by fees are still available if the student desires. In courses such as art or industrial technology, students will pay for the materials for any project made to be taken home.

I. HONOR ROLL/MERIT ROLL

Each grading cycle students in Aldine are recognized for their academic excellence by their selection to the Honor Roll or Merit Roll. The district uses the following guidelines in each school throughout the district:

- Students receiving all A's to all A's and two B's will be placed on the Honor Roll. (A=90-100, B=80-89)
- Students receiving A's and three or more B's will be placed on the Merit Roll.

J. PLAGIARISM

Plagiarism is the act of taking someone's words or ideas as if they were your own. It is the unauthorized use, duplication, or close imitation of texts, ideas, thoughts, passages or excerpts of another author and the representation of them as your own original work. If a student submits plagiarized work he/she is subject to the consequences outlined in the Discipline Management Plan including receiving a zero on the assignment.

IV. SCHOOL SERVICES

A. ADMINISTRATIVE STAFF

The administrative staff of the school consists of:

1. Principal

The principal is the instructional leader of the school. The principal communicates the mission of the school to the staff, parents, community, and students who understand and apply the characteristics of the instructional program of the school. The principal is responsible for the total operation of the school.

2. Assistant Principals

Each secondary school has several assistant principals who work very closely with the principal in maintaining in every way an excellent educational facility. The assistants have authority and responsibility in all matters pertaining to the operation of the school.

3. Counseling and Guidance Services

The Aldine District provides counseling and guidance services for all students. Assistance is offered in educational and vocational problems and planning as well as with social and personal problems.

a. School Counselors

There is one counselor for each grade level. A student usually has the same counselor for each year in middle school. The school counselors are available to work with students on an individual basis or as a group and are accessible to the student as needed. The grade level counselors schedule students into classes and maintain report cards. Counselors also coordinate the at-risk program.

b. Parent Seminars and Workshops

Counselors coordinate seminars and workshops on various topics of interest to parents at the local schools. The Aldine District sponsors district wide seminars and workshops as well.

c. Testing Program

The secondary schools shall administer standardized tests during the school year. Parents will be notified in advance of the dates for testing and the type of test to be administered.

d. Community Youth Specialists (CYS)

Works with referrals from the regular school counselors. These are students needing more in-depth counseling than the regular school counselor can provide.

e. Aldine Substance Abuse Program

Counselors provide information on the solution to student's involvement in alcohol, drugs, and other unhealthy behavior. Students volunteer for this program or are referred by the school personnel. Speaking engagements, seminars, workshops and prevention education are also provided by this program, with an emphasis on prevention.

V. STUDENT ACTIVITIES

All student activities are subject to rules established by the Texas Education Agency and the State Board of Education.

A. ELIGIBILITY OF STUDENTS ELECTED TO OFFICE OR RECEIVING HONORS

1. The student may be elected to an office or receive an honor at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses as stated in Section III titled Credits and Grade Requirements for Extracurricular Activities. Following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding grading cycle. He must have conduct grades for the year of no more than one "N" and no "U's".

2. He/She must have been enrolled in school the semester preceding the election and be officially registered on the date of the election.
3. Should any officer make a failing grade in any one subject in a grading cycle, the student will be placed on probation until the next report card is issued. Probationary status results in no participation what-so-ever in the duties or responsibilities of the organization. If still failing at the end of the next reporting period, the office must be forfeited. Should this happen in any class or organization, the presidency will be filled by the Vice-President. All other vacancies will be filled in a manner determined by the principal and the sponsor. In some cases the position may remain vacant.
4. It shall be the duty of the sponsor of the respective group involved to check the eligibility of each candidate for the office. It shall be the responsibility of the student involved to the extent that if he/she should be elected to any office for which he/she is not eligible, when notified, his/her position shall be considered vacant and filled as prescribed by school policy.
5. Major offices shall be defined as President and Vice-President of all classes, student council, and clubs with national affiliations. All other offices shall be classified as minor offices. A student may hold one major office and one minor office or two minor offices.
6. Students who are elected to an office, but do not do their assigned duties, may be removed from that office after being warned and given a reasonable amount of time to correct the problem. If removed, the office will be declared vacant and the accepted procedures to fill the vacancy will be followed.
7. Election of class officers or representatives will be held during the spring prior to the office holding year. Seventh graders will elect officers during the first six weeks of each year.
8. A district may choose to permit an ineligible student (one who has only a single F from the previous grading cycle to be a candidate in election/selection for cheerleader, drill team, and class or organization officers for the next school year. Because the actual participation would not occur until next school year, it would not be considered a violation of state board rules.

B. STUDENT ACTIVITIES

The Aldine School District and the several middle schools encourage the participation of students in various clubs, activities, and organizations approved and sponsored by the administration. New clubs and organizations may be added as the need arises and some organizations may cease to function because of lack of student and/or teacher interest or by order of the school administration. Outside organizations will not be allowed to function on the campuses of the Aldine School District without prior approval and sponsorship of the principal. A student must be in attendance at school on the day of the extra-curricular activity. A student is eligible to participate if he/she is passing all subjects on the grading cycle. If a student fails any subject, he becomes ineligible for at least three weeks. If at the three weeks progress report time the student is passing all subjects, he/she becomes eligible.

An activity bus is provided for all students who need transportation home following any after school extra curricular activity. Only participants may ride this bus.

1. Academic Contest

Students have the opportunity to participate in a variety of academic competitions. These include the Academic Pentathlon, Destination Imagination, The Duke Talent Search (for

qualified seventh graders), Science Olympiad, Knowledge Master, and Science and History Fairs.

2. Athletics

- a. Aldine middle schools have organized athletics in grades seven and eight for boy's football, basketball, soccer and track. For girls, the schools offer basketball, volleyball, soccer, and track. Eighth grade boys and girls tennis teams.
- b. Students who participate in any athletic program must be adequately covered by a family insurance or must purchase the accident insurance available through the school. If the parents desire to have their personal insurance bear full responsibility they must sign a waiver and thus assume full responsibility for all medical expenses. They will also have a UIL Medical Examination Certificate (physical exam, parent approval to participate, UIL Concussion Form, UIL Acknowledgement of Rules and an emergency card on file before they can practice or participate.
- c. All forms can be found on web site www.aldine.k12.tx.us under athletic department.
- d. UIL rules are followed in regard to eligibility and participation.
- e. A student is eligible for seventh grade competition if he/she has not reached his/her 14th birthday on or before September 1.
- f. A student is eligible for eighth grade competition if he/she has not reached his/her 15th birthday on or before September 1.
In Aldine Independent School District's ongoing effort to cut expenses and to continue the district's successful athletics program, the school district decided to charge an annual athletics participation fee.

High School Student-Athlete

- \$50.00 for the first high school student attending in the family
- \$30.00 for each additional high school student athlete in the same family

Middle School Student-Athlete

- \$30.00 for the first middle school student attending in the family
- \$25.00 for each additional middle school student athlete in the same family

A student-athlete must pay their athletic participation fee once he/she makes the respective team. If he/she does not pay, they can not participate.

3. Concerts, Contests

The various bands and choirs participate in festivals, fall and spring concerts, and UIL concerts. Annual contests take precedence over those activities which are scheduled a number of times throughout the season.

4. Talent/Variety Show

Talent/Variety show type activities are generally held subject to the approval of the principal.

C. STUDENT ORGANIZATIONS

1. Student Council

The student council is one of the most important school organizations on campus. Its purpose is to:

- a. Promote the welfare of the student body
- b. Represent the student body
- c. Promote better student-teacher relationships
- d. Furnish citizenship training
- e. Develop interest in civic affairs through school spirit
- f. Encourage better discipline

The officers and representatives shall be elected by the student body. The school administration shall decide when, how, and the guidelines to be followed in this election.

2. National Junior Honor Society

The aims and purposes of the NJHS are to develop to the fullest extent possible the five qualifications on which a student is judged in order to become a member of this organization.

- a. Scholarship
- b. Leadership
- c. Character
- d. Service
- e. Citizenship

Membership in the National Junior Honor Society is limited to a very small percentage of students in the eighth grade. Being elected to be a member is one of the highest honors a student may receive. The school administration, under charter from the National Association of Secondary School Principals, shall decide the time and criteria for nomination, induction, and election of officers.

3. Cheerleaders

The honor of being a cheerleader in the Aldine middle schools is a very demanding and challenging position. Significant time and effort is involved in practicing during the school year. Students desiring to be a cheerleader should take this into consideration before deciding to compete for a position. Only those students who can meet the rigorous time demands and keep up their school work should participate in this activity. There are additional costs (clothing, camp etc.) associated with participation in cheerleading.

The number of cheerleaders in the middle school shall be fourteen. Cheerleader tryouts are required and held in the spring semester. The date and time will be decided by the program director. A meeting of students wishing to apply will be called. Students may pick up applications in the front office of all intermediate, middle and high school campuses. These

applications must be turned in to the principal or sponsor, by the date indicated on the application packet. Within five days after applications have been returned, and at least five days before tryouts begin applicants will be either accepted or denied based on the criteria as outlined under Section V regarding Eligibility for Cheerleaders, Officers of Student Organizations, and Receiving Honors.

After several days of practice, all accepted applicants will appear before a panel of judges. The judging panel will consist of three judges who have no affiliation with the school or candidate. Each applicant will appear before the judges twice, once alone and once in a group. The students who have earned the top 14 scores will be selected as cheerleaders.

Participation at a summer camp is required. All expenses associated with summer camp are the responsibility of the student. Cheerleaders must maintain academic and conduct standards as outlined under the section regarding Regulations and Requirements for Cheerleaders and Officers of Student Organizations.

The moment a cheerleader withdraws from school or is terminated, that position is considered vacant. All equipment furnished by the district will be returned to the school in good condition within five school days. All uniforms must be cleaned by the individual cheerleader prior to return. A \$20.00 fee will be assessed to the cheerleader if the uniform is returned without evidence of cleaning.

4. Involvement in More Than One Activity

- a. A student may be enrolled in more than one extra-curricular activity and scheduled class concurrently.
- b. No penalty to grades, position, etc., is to be afforded the student because he chooses to be involved in more than a single activity.

5. Pep Squad

The Pep Squad, or the name it may carry at each individual school, is an organization which adds greatly to the school spirit. Membership is limited. Tryouts may be held, judging and selection will be according to the administration and sponsor. Good grades and good conduct must be maintained per application. Uniforms are to be provided by members.

D. AWARDS

The school sponsors an awards assembly(s) at the end of the year. At this assembly, recognition is given to the outstanding students of the school for their work during the year.

E. PARTIES/SOCIAL FUNCTIONS

1. All events of clubs, classes, and organizations must be approved by the principal and be posted on the official school calendar. All such events are not to take place during the regular school day. Middle school class socials should be held on campus and should not require formal dress. The middle school is to minimize social activities since this type of activity will be more important during senior high years. The middle school has the following limitations for class socials:
 - Seventh Grade - 1 social, for seventh graders only
 - Eighth Grade - 2 socials, for eighth graders only

Aldine Independent School District

Student / Parent Handbook

**General Policies
High School Policies
Discipline Management Plan**



2013-2014

HIGH SCHOOL POLICIES



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HIGH SCHOOL POLICIES

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HIGH SCHOOL POLICIES (Grades 9 – 12)

I. ATTENDANCE POLICIES

A. SCHOOL DAY (GRADES 9-12 7:15 A.M. - 2:45 P.M.)

1. **Instruction begins promptly at 7:15 a.m.** Students who arrive after instruction begins are considered tardy and must report to the office for a tardy slip before going to class.

TEC Sec. 25.085 states that “a child shall attend school each day for the entire period the program of instruction is provided.”

A school day shall be at least seven hours each day, including intermissions and recesses (TEC Sec. 25.082).

A child shall not have unexcused absences on 10 or more days or parts of days within a six-month period, or three or more days or parts of days within a four-week period from school (Family Code Sec. 51.03).

Failure to comply with these laws will result in legal prosecution and will subject the parent/guardian to a fine. Each day the child remains out of school after a warning is issued, will constitute a separate offense.

2. High school supervision is **not** provided for students arriving before 6:45 a.m.
3. Breakfast is served beginning at 6:50 a.m.
4. Students may enter the classroom at 7:05 a.m.
5. **Scheduled dismissal time for high schools is 2:45 p.m.**
6. The school does **not** have facilities nor authorized personnel available to allow students to remain on campus beyond dismissal time unless they are involved in a school supervised program.

*Times will vary slightly due to transportation requirements.

B. ATTENDANCE

Official school attendance is taken each day at second period. Your child must be present at second period in order to be counted present for the day. However, if your child has a medical appointment and returns to school with the doctor’s note the same day, he/she will not be counted absent.

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Health care appointments for the child of an enrolled student.
4. Emergency medical or dental attention
5. Absences approved by the principal in advance
6. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons.

Only 5 notes are allowed per semester.

C. STUDENTS LEAVING AND/OR RETURNING DURING THE SCHOOL DAY

1. If for some reason your child needs to be taken out of school during the day, please send a note to the attendance office that morning stating the reason and the time you will be picking up your child.
2. If the student returns to school, he/she must be readmitted through the attendance office.

D. ABSENCES FOR EXTRACURRICULAR ACTIVITIES

No student shall miss more than ten (10) days in any class during the school year for the purpose of participating in or attending any school activity either on or off campus. No more than seven (7) days may be missed in any one session.

E. LATE ARRIVAL AND EARLY RELEASE

Late arrival and early release times are granted to graduating seniors who qualify based on campus criteria. Late arrival allows a student to arrive to school at 2nd period. Early release allows a student to leave school after 6th period. Students may leave campus for specified purposes after 5th period if the student does not have late arrival. A student may not miss more than 2 periods for late arrival or early release. Students must apply for late arrival or early release and must meet the campus criteria to qualify for the program.

F. TRUANCY

All students are expected to be in school unless they have parental approval to be absent (refer to ATTENDANCE POLICY – *Pages 8-10 of General Policies*). Any absence which occurs without the knowledge and approval of the student's parent(s) is truancy. Attendance is primarily student and parental responsibility. A parent conference will be held with a school administrator before the student may be allowed to return to school. (Leaving school without school authorities' permission and not signing out in the attendance office is considered truancy.) Under the State Compulsory Attendance Law, truancy may result in court action for a student and parent(s).

II. SAFETY AND SECURITY POLICIES

A. FUND RAISING

The purpose of fundraising activities is to provide additional financial support to the academic, co-curricular and extra-curricular programs available to students on campus.

Campuses may conduct fund raising activities throughout the school year. Consideration must be given for minimum disruption of instructional time during the school day.

At the high school and middle school levels, each student program /organization may conduct three fund raising activities each school year.

Raffles, lotteries and other games of chance are prohibited by State Law, and shall not be conducted on school property or by school organizations.

Organizations identified as a non-profit with a 501(c) status are not permitted to conduct raffles, lotteries and other games of chance on district property.

All fund raising activities must be approved and scheduled through the building principal with specific goals for the activity stated in the proposal.

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items.

Parents must consent for their child to fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

Students will not be allowed to conduct fund raising activities door-to-door or on the street.

B. LOCKERS

Each student may be assigned a locker for the storage of books, materials, and equipment, and it is the student's responsibility to see that the locker is kept neat and clean inside and out at all times. Lockers are school property and not personal property. Students are expected to maintain a clean locker. Any needed repairs are to be reported to the main office. Students should use only the locker assigned by the school. Students should get study materials for several classes so as not to have to go to their lockers at each class change.

C. TRANSPORTATION (AUTOMOBILE OR MOTORCYCLE)

1. Students must have a **valid driver's license and be listed on a current insurance policy** to purchase a parking permit and drive a motor vehicle on school property.
2. Students who drive their cars to school must make application for a parking permit in the manner prescribed by the school they attend and must park in the student parking lot only. If a student is granted a parking permit to park on a school owned parking lot, he must pay the required fee prior to receiving the permit. Parking permits will be issued for the entire year for a fee of \$15.00.
3. Parking permits must be displayed in the prescribed manner on all cars parked in the school parking areas.
4. When students arrive at school and park their cars, they are required to get out of the car immediately. Students are not to sit in parked cars at any time before school, after school, or during the school day. Parking lots are off limits during school hours.
5. Cars must be properly parked in assigned areas. Failure to comply with this regulation may result in disciplinary action and/or the removal of the car at the owner's expense. Repeated offenses will result in the loss of parking privileges. **THE SCHOOL WILL NOT ASSUME ANY RESPONSIBILITIES FOR DAMAGE OR LOSS INCURRED WHILE VEHICLE IS PARKED ON THE PREMISES.**
6. Driving a car to school is a privilege. Students who abuse this right or who are tardy too frequently will forfeit this privilege. Car trouble will not be an accepted excuse for tardiness.
7. The speed limit on school grounds is 10 miles per hour or as posted on the school grounds.
8. Students who park their cars on the school campus must consent to opening their cars for the administration when probable cause has been determined that the car might contain contraband material.

9. Any student parking on campus without a permit, issued by the school, will be guilty of insubordination and will be dealt with accordingly.
10. The policy on the operation of motor bikes, motorcycles and motor vehicles on school property is amended to read as follows:

Operation of motor bikes, motorcycles and motor vehicles, riding of horses, ponies, and other animals on school property...

SECTION ONE: All persons, firms, corporations and associations are hereby prohibited from riding or operating any motor bikes, motorcycles, or motor vehicles in or upon any building, land, playground walk, walkway, athletic field, tennis court, or recreational facility owned, rented, used or occupied by Aldine Independent School District, except boulevards, streets, driveways and parking areas provided for such purposes.

SECTION TWO: All persons, firms, corporations and associations are hereby prohibited from racing, dragging, or operating a motor bike, motorcycle or motor vehicle in excess of ten (10) miles per hour, or the speed limit on any campus, premises or real estate of Aldine Independent School District.

SECTION THREE: All persons are hereby prohibited from riding horses, ponies or any other animal in or upon any building, land, playground street, driveway, parking area walks, walkways, athletic field, tennis court or recreational facility owned, rented, used or occupied by Aldine Independent School District.

D. IDENTIFICATION (ID) CARDS

Photo ID cards will be issued to all high school students (grades 9 through 12). The ID's must be worn on the school approved lanyard, be visible from the front, and worn at all times on school grounds. Failure to properly display the student ID badge will result in disciplinary action. The ID badge must be surrendered when the student withdraws from school. A \$5.00 replacement fee is charged for replacement of a lost ID. The cost of temporary student ID's is \$1.00.

III. ACADEMIC POLICIES (High School)

A. GRADE REQUIREMENTS FOR ADVANCEMENT OR COURSE CREDIT

1. Social promotions are not granted. Students may be promoted only on the basis of academic achievement.
2. A minimum final grade average of 70 on a scale of 100 is required for credit to be awarded for a course.
3. All grades will be reported numerically on a scale of 100.
4. A grade of "I" on a progress report or report card indicates that a course is incomplete and may be made up based on the late work and attendance policies. The student must arrange this work with the teacher. Students will be ineligible to compete in UIL activities if an "I" is not made up based on UIL guidelines.
5. NG Policy
High school students may only have three (3) unexcused absences per semester or course credit may be denied. A student who fails to attend classes for at least 90 percent of the days the class is offered cannot receive credit for the class—even if the absences were excused by the school district for medical or other reasons. (TEC 25.092) Students who are in attendance fewer than the

minimum number of days required may petition a school-board appointed attendance committee to allow the student to receive course credit, and could then appeal an adverse ruling to the school board. A school board's denial of course credit could then be appealed to a district court.

Absences from school shall be of two types, excused and unexcused. Work missed for any absences can be made up according to the make-up work policy. However, unexcused absences will remain unexcused. Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Health care appointments for the child of an enrolled student.
4. Emergency medical or dental attention
5. Absences approved by the principal in advance
6. Quarantine

Students must bring a note from the parent or guardian requesting an excused absence for one of these reasons.

Only 5 notes are allowed per semester.

6. The parent of any student that makes a failing grade on a nine weeks report card will be notified of the need for a conference with the teacher issuing the failing grade. Error in notification will not necessarily constitute a change of grade.
7. Tutorials
Tutorials are required of students who have made a failing grade in science, math, history, and English. Tutorials for high schools are scheduled Monday - Thursday, 3:00-5:00 p.m.
8. Honor Roll/Merit Roll
Each grading cycle, students in Aldine are recognized for academic excellence by being selected to the Honor Roll or Merit Roll. The district uses the following guidelines in each school throughout the district:
 - Students receiving all A's to all A's and up to 2 B's will be placed on the Honor Roll.
 - Students receiving all A's and 3 or more B's will be placed on the Merit Roll.

B. GRADING POLICY

Grades are reported on a nine-week basis with progress reports at the third and six weeks. Report cards will be sent home each nine weeks. The parents of students making a failing grade in any subject will be notified of the need for a conference with the teacher who issued the failing grade. In arranging such conferences, the teacher will give the parent the option of at least two dates for the conference. Error in notification will not necessarily constitute a change of grade.

Parents or guardians will be contacted by the teacher at any time during the reporting period that there is a clear indication the student is doing unsatisfactory work. In addition to the nine weeks report card, a progress report will be sent home at the three week and six week intervals.

Final Exam - Students must take final exams in order to receive credit in a course, unless the students qualify for an exemption under current policy.

The state conversion scale for numerical grades is:

- 100-90 = A
- 89-80 = B
- 79-75 = C

74-70 = D
69- 0 = F

The following grade policy will be used for all courses taught at the secondary level:

1. **Percentages for major and daily work:**

		<u>Major</u>	<u>Daily</u>	<u>Homework</u>
a.	Regular	60%	30%	10%
b.	Honors/GT	60%	30%	10%

2. **Major Grades**

A minimum of three major TEKS/Benchmark based major grades should be recorded per 9 week grading period.

Major grades may consist of, but are not limited to, the following:

- common assessments
- nine weeks tests
- benchmark exams
- unit/chapter tests
- research projects/papers (final product)
- special projects (science fair, history fair, performances, speeches, etc.)
- performance-based assessment
- book reports/critiques
- compositions
- portfolios

District common assessments and nine-weeks tests will be given in all core courses on the following schedule:

1st 9 weeks
Cumulative assessment

2nd 9 weeks
Cumulative assessment

3. **Daily Grades**

A minimum of **fifteen** TEKS/Benchmark based daily grades/homework should be recorded per grading period.

Daily work may consist of, but is not limited to, the following:

- group/individual projects
- hands-on activities/labs/rehearsals
- class/group work (cooperative learning, etc.)
- vocabulary assignments
- learning centers
- chapter/unit tests (if applicable)
- lab reports
- computer activities
- notebooks
- appropriate homework
- vocabulary/spelling tests and/or assignments
- interim work for projects/papers

- quizzes
- activities from adopted text series
- calculator activities
- journals
- writing processes (prewriting, drafting, revising, editing, publishing)
- informal compositions
- portfolios
- speech/communication/presentation skills

Note: each subject area may have special categories that have not been listed, but should be used consistently throughout the district.

4. **Homework**

Each school will communicate and enforce a school homework policy. The campus homework policy will include consequences for late and/or incomplete homework.

Students will have an average of 90 minutes of homework each day. In addition, each individual subject area will assign no more than 90 minutes of homework each week.

5. **Late Work/ Minimum Requirements Policy**

Teachers are expected to work with students to turn in late work. To align practices with the belief that grades should reflect student mastery of skills and not student behaviors, students should have ample opportunities to complete assignments. Teachers will employ RtI interventions to ensure student success and demonstration of student mastery. Teachers should use professional judgment to align strategies and equitable opportunities for students to complete work considering extenuating circumstances, etc.

Interventions

Campuses will provide multiple intervention opportunities for students who have not completed assignments by the due date. These opportunities may include but are not limited to:

- Lunch study sessions
- Before/after school study sessions

Major grades (examples of major grades are listed on 16-4)

- If students do not submit work on time, teachers must begin intervention strategies to assist students in completing the assignment. Strategies must be aligned to individual campus strategies.
- Students may submit late work with ten points deducted for each day after the due date. After the third school day the highest grade will be a 70.
- Teachers/departments have the option to extend the deadline or date to accept late work beyond the third day for a maximum of 70 points possible.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of major assignments.

Daily Work

- Students are expected to complete daily assignments.
- If students do not complete daily work, then teachers must use the appropriate interventions to help students practice and demonstrate mastery of skills.
- Teachers must begin intervention strategies to assist students in completing the assignment. Strategies must be aligned to individual campus strategies.

- Students may submit late work with ten points deducted for each day after the due date. After the third school day the highest grade will be a 70.
- Teachers/departments have the option to extend the deadline or date to accept late daily work beyond the third day for a maximum of 70 points possible.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of daily assignments.

Homework

- Students are expected to complete homework. Students who come to class without homework will complete the assignment according to the school's system for completing work.
- Opportunities to complete homework include but are not limited to the following options:
 1. complete the work in after school tutoring/study session
 2. complete the work at home to turn in the next day for minus 10 points.
- Administrative interventions will be employed for students who do not demonstrate reasonable effort in the completion of daily or major assignments. Interventions may occur during lunch study session or before/after school study sessions.

6. Make-up Work

- Work assigned on the day of an absence must be completed and given to the teacher. It is the responsibility of the teacher to provide make-up work when the student returns to class. The student is expected to complete and submit the make-up work.
 - No penalty is to be attached to make-up work turned in within three school days of returning to class for any absence.
 - For extended absences of more than three school days, special arrangements need to be made with the teacher for makeup work.
- When students are absent for several days, the school will help in getting assignments from teachers. Parents will need to call a day in advance to make these arrangements.
- Campus staff will follow the NG policy for students with excessive absences. No penalty is to be attached to make-up work assigned/approved by the attendance committee, the principal, or the principal's designee.

7. RE-TEACHING /REASSESSMENT POLICY

Re-teaching and re-assessment is appropriate for all instructional objectives assessed as major grades as recorded in the teacher's gradebook regardless of the original assessment grade. It should be a continuous and ongoing component of every course. All students will have the opportunity to re-assess one time within the specified two-week window for every major grade. The teacher is required to provide this opportunity for all students scoring below 70% on a major grade.

The original and the re-assessment grade must be documented in the teacher's grade book score notes. Only the higher of the two grades will be placed in the grade book when averaging grades for the reporting period.

Re-teaching for individual or small groups of students will occur during specified times, such as class time or before or after school, in accordance with the campus Re-teach and Re-assessment Policy Plan. Teachers must provide differentiated instruction during regular class time if more than 30% of students fail to demonstrate mastery on an assessment.

Re-assessment

Re-assessment must occur on major grades. The evidence of re-assessment must be documented in the score notes of the teacher's grade book including both the original and re-assessment grade.

- In order for students to receive re-assessment options, students must turn in major grade assignments and projects by the actual due date.
- Re-assessment must be completed within two weeks of the original assessment. Students must follow re-teach and re-assessment schedule developed by the home campus.
- Students are expected to take all assessments on the specified test day. Those who refuse to take the test on the specified test day will be receive a 0 and will not have an opportunity to re-assess. (Exception: Parent note stating student had extenuating circumstances such as illness, death, family related issues, etc.).
- Each campus will develop a plan for monitoring the implementation of the Re-teach and Re-assessment Policy.

Re-assessment of major grades includes but is not limited to:

- Re-testing, using a different assessment
- Test corrections with justifications
- Written product

8. Incomplete Grades and Eligibility

If a student, because of no fault of his own, cannot get the required work by the end of the grading period, the teacher will give the student an "I" (Incomplete) until the work is completed. The student must arrange with the teacher to complete the work within seven (7) calendar days and the teacher is responsible to change the "I" to a numeric grade using the district grade change policy/procedure. If a numeric grade is not updated within the 7 calendar days, the student will remain ineligible through the next grading period.

C. TESTING POLICY

Each campus will develop a testing policy. The district provides common assessments for core subjects. Each campus will build the testing schedule around the district assessments using the following parameters. Each subject will have the opportunity to administer tests twice a week, with no more than 3 tests administered on any given day.

FINAL EXAMS

Final exams will be given on the last four days of each semester. No more than 2 tests will be administered each day.

EXAM EXEMPTIONS

The Aldine ISD exemption plan is designed to promote academic achievement, regular attendance, and responsible behavior. The primary consideration in designing this plan is to ensure that all students gain experience in taking final examinations throughout their high school years. Students in grades 9-12 at all ability and performance levels are eligible for an attendance exemption.

- Exemptions are not allowed for End of Course courses. Final exams for End of Course courses with benchmark targets are the district developed benchmark assessments. These assessments will count as a major grade, but the student will not have to attend class on the day of the scheduled exam.
- Final exams for Non-End of Course courses with benchmark targets are the district developed benchmark assessments. Exempted students are not expected to attend school on the day the final exam is administered.

The following levels of achievement, attendance, tardies, and conduct will be used to determine eligibility for exemptions for each course taken:

SEMESTER GRADE	EXCUSED ABSENCES	TARDIES	CONDUCT
80-100	2 or less	2 or less	E/S

NINTH GRADERS - may be exempt from no more than one final exam in a semester as determined by the student and parents. A student may not be exempt from more than one final in any two-semester course in the same school year.

NOTE: Students may not exempt out of Graduation Prep, or Star Lab courses.

TENTH GRADERS - may be exempt from no more than two final exams in a semester as determined by the student and parents. A student may not be exempt from more than one final in any two-semester course in the same school year.

NOTE: Students may not exempt out of Graduation Prep, or Star Lab courses.

ELEVENTH GRADERS - may be exempt from no more than three final exams in a semester as determined by the student and parents. A student may not be exempt from more than one final in any two-semester course in the same school year.

NOTE: Students may not exempt out of Cosmetology, Dual Credit, Graduation Review, Graduation Prep, or Star Lab courses.

TWELFTH GRADERS - may be exempt from no more than four final exams in a semester as determined by the parent and student. A student may not be exempt from more than one final in any two semester course in the same school year. **Exception:** Graduating seniors who are in their final semester may exempt from all final exams except for the Graduation Review, Graduation Prep, or Star Lab finals if all eligibility criteria are satisfied.

Other qualifications:

- School related absences do not count for purposes of this rule.
- Students may not have any unexcused absences.
- An exemption from a final exam will not be granted if the student is placed in In-School Suspension or suspended from school.
- Students who register after the second day of a semester are not eligible for final exam exemptions. Transfer students have the responsibility to provide attendance and disciplinary information from the previous school to be considered for exemptions.

D. CONDUCT GRADES

Conduct grading is as follows:

- E = Excellent – The student has an excellent attitude, is very cooperative, and conforms to all school rules and regulations.
- S = Satisfactory – The student's behavior is generally acceptable.
- N = Needs Improvement – The student is uncooperative and his/her attitude is unacceptable. Parents must be contacted before an N is given.
- U = Unsatisfactory – Subject to removal. The student is insubordinate and unwilling to conform to school rules and regulations. The principal or assistant principal is consulted in giving this grade. The parent is contacted.

E. PLAGIARISM

Plagiarism is the act of taking someone’s words or ideas as if they were your own. It is the unauthorized use, duplication, or close imitation of texts, ideas, thoughts, passages or excerpts of another author and the representation of them as your own original work. If a student submits plagiarized work he/she is subject to the consequences outlined in the Discipline Management Plan including receiving a zero on the assignment.

F. CLASSIFICATION OF STUDENTS

Classification of high school students is based on the cumulative number of credits including specific course credits earned in each grade level as listed below. Reclassification will occur at the beginning of each semester. Juniors who are eligible to graduate in the spring will be reclassified to senior status during the spring session. All reclassification criteria may be obtained at each high school campus. Please consult with the school counselor for details of reclassification.

The 83rd Texas Legislature passed House Bill 5 which created new graduation requirements for students entering 9th grade 2014-2015 school year. The new Foundation diploma offers opportunities for students to earn endorsements in Science Technology Engineering and Math (STEM), Public Services, Business and Industry, Arts and Humanities, and Multidisciplinary Studies. It also allows students who meet certain requirements to graduate as “Distinguished Achievement” with an acknowledgement on their transcripts and diplomas. Please see the High School Planning Guide for more information, or speak with your high school counselor.

<p>Entering Freshmen 2007-2008 and Beyond</p> <p>26 Credits to graduate</p>	<p>Requirements for Sophomore Classification 2008 - 2009</p> <p>Credits: 6 – 11.5</p> <p>Courses: English I Algebra I Biology or IPC 1 credit from W. Hist., W. Geo, US History</p>	<p>Requirements for Junior Classification 2009 - 2010</p> <p>Credits: 12 – 18.5</p> <p>Courses: English I & II Algebra I & Geometry Biology 1 Credit from IPC, Chem., Physics 2 Credits from W. Geo., W. Hist., US. History</p>	<p>Requirements for Senior Classification 2010 - 2011</p> <p>Credits: 19+</p> <p>Must meet 11th grade requirements before being classified as a 12th grader.</p>
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1. Final rank in the senior class will be computed at the end of the **1st nine weeks of the second semester** of the student's senior year.
2. Credit will be denied (NG) for excessive absences. The Attendance Committee can make exceptions in individual cases to allow a student to receive a grade even though the attendance

requirements were not met. The decision of the NG committee may be appealed to the building principal.

In addition, students must pass all course requirements listed above, and students must pass all four portions of the TAKS/STAAR EOC test in order to graduate and participate in graduation ceremonies.

G. GRADUATION INFORMATION

A student must have earned credits at a high school for at least three (3) full consecutive semesters, including the first semester of the senior year, to be eligible for valedictory or salutatory honors. (Exception: Hall High School - two (2) full consecutive semesters, including the first semester of the senior year.)

In order to receive a diploma from the Aldine Independent School District, a student must be enrolled ninety (90) school days prior to the last day of school.

Students enrolled less than ninety (90) days should request a diploma from their previous school and/or district. These students may participate in the Aldine Independent School District graduation ceremony and other senior activities.

Circumstances beyond the control of the student will be considered on an individual basis.

Each school should graduate three (3) distinct groups of seniors:

1. Regular Graduates
2. Honors Graduates
3. Texas Scholars (Recommended and Distinguished Achievement Plans)

These three (3) groups should be reflected in the graduation program.

Students who have fulfilled all graduation requirements by the end of the fall semester (mid-year graduates) will be allowed to participate in all spring activities including the spring graduation ceremony. All school rules apply for participation in these activities.

There will be a winter graduation ceremony for those students who did not qualify to walk in the spring or summer.

There will be a summer graduation in August for those students who pass the summer administration of the TAKS test and have completed all graduation and diploma requirements.

Three Year Graduates

A three year graduate may qualify for valedictorian and salutatorian if:

1. the student declares to the principal his/her intentions to graduate in three years by the end of the first semester of the sophomore year and,
2. the student meets all of the requirements for ranking and graduation.

A student may graduate in three years and never declare the intent, but this student will not be considered for valedictorian or salutatorian.

Classification/Graduation Requirements for New Students

Everyone who has the opportunity to earn the required number of credits by graduation will enroll under the current credit and classification guidelines.

Upon enrollment, classification status from the sending school will be honored by the Aldine Independent School District provided the student has passed all the courses he/she had the opportunity to pass while attending the sending school. If the student has not passed all courses he/she had the opportunity to pass while attending the sending school, student classification will be determined using Aldine Independent School District classification guidelines.

H. CREDIT AND GRADE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

1. Credit Requirements

Students in grades 9 through 12 may participate in extracurricular activities on or off campus at the beginning of the school year only if they have earned the cumulative number of credits in state-approved courses based on UIL guidelines. Students must accumulate the correct number of credits in the specified classes to be classified at the next grade level.

2. Grade Requirements

A student who is enrolled in a school district in this state or who participates in a UIL competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the UIL after a grade evaluation period (the first six-week grading reporting period or the first six-weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks) in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class. A suspension continues for at least three weeks and is not removed during the school year until the student's grade in each class is greater than or equal to 70 on a scale of 100 (refer to pages 6-8 of General Policies). The campus principal may remove this suspension if the class is identified as an honors class under the criteria stated in 75.152 (d) of this title (relating to Advanced High School Programs), or advanced class. A list of courses in this category may be obtained at each high school campus.

3. Incomplete Grades and Eligibility

If a student, because of no fault of his own, cannot get the required work by the end of the grading period, the teacher will give the student an "I" (Incomplete) until the work is completed. The student must arrange with the teacher to complete the work within seven (7) calendar days and the teacher is responsible to change the "I" to a numeric grade using the district grade change policy/procedure. If a numeric grade is not updated within the 7 calendar days, the student will remain ineligible through the next grading period.

I. DUAL CREDIT

The Dual Credit Admission Program provides senior high school students (juniors may also be eligible) the opportunity to enroll in college-level courses provided applicants meet admission provisions. Students interested in enrolling in credit courses are admitted to the college district under special provisions designed by the Texas Higher Education Coordinating Board or Texas Higher Education Assessment Guidelines (THEA).

Dual Credit Courses...are offered on the high school campus during the regular school day, or on the Lone Star college campus. Except for P.E., dual credit courses receive the same grade points as Advanced Placement (AP) and Gifted and Talented (GT) courses. To participate in the credit program in a semester, and to be eligible to enroll and be awarded credit toward state graduation requirements, **a student must pay for the courses and meet the eligibility requirements** as follows:

- Complete a Lone Star College System application online for admission and an Exceptional Admission Program application obtained from high school counselor. The application must be completed and signed by the applicant, the parent or guardian, and the high school principal or designate.
- Submit an official high school transcript.
- Meet both the State requirements and college-level placement requirements.
- Complete Dual Credit orientation online.

Contact the high school counselor for more detailed information concerning testing requirements for dual credit courses.

J. COLLEGE ENTRANCE INFORMATION

Because of the frequent changes in college entrance requirements, it is imperative that the student and parent establish close contact with the counselor of the student's school and grade in order that the best high school program may be planned.

1. Admission Information

Students who plan to attend college should begin as early as possible to become familiar with entrance requirements and to include as many credits as needed in English, mathematics, social studies, foreign language, science, etc. Before choosing a college or university and applying for admission, the student should carefully evaluate his/her ability, interests, and goals. His/her teachers, counselors, and parents should be consulted to help the student in making decisions.

Most colleges and universities require one or two major testing programs for entrance. It is the responsibility of the student to know which test is required by the college of his/her choice. The American College Testing Program (ACT) is given at designated centers throughout the nation. The most convenient centers for Aldine students are Eisenhower and MacArthur High Schools.

The Scholastic Aptitude Test (SAT) are given at Eisenhower High School, MacArthur High School and other schools throughout the city.

Specific information on the procedure for making application for the tests is given in the student bulletin provided by each testing program as well as testing sites.

Consult the high school counselors for more information regarding college bulletins and entrance exams.

2. Testing

In order to assist students in making college preparation, the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given early in the sophomore and junior year. The PSAT portion of this test can be of assistance to the student in national competition for the National Merit Scholarship Program.

3. Financial Aid

There are many types of financial aid available to graduating seniors. Parents and students should work closely with school personnel in the process of applying for financial aid. The Aldine ISD Student Financial Aid Coordinator is available to assist students and parents in learning about the financial aid process, locating resources, acquiring applications and completing need analysis forms. Students should check with their senior counselors to assist in this process. Workshops are presented to provide information on the types of financial aid available to the Aldine students. Scholarships, loans, grants, and college work study are examples of the types of aid available. Individual conferences are also available to assist students and parents. Plan early and work closely with the appropriate school personnel.

4. Housing

In most cases housing applications are handled separately from admission applications. Prospective students are encouraged to apply early for housing. In some cases a room must be reserved long before application for admission is made. Consult the college website for the most complete information.

5. Transcript Policy

For high school students enrolled in Aldine high schools, transcripts are provided at no charge.

Students graduating from Aldine high schools are provided transcripts throughout the summer following their graduation until the first day of the next school year.

After the first day of the school year following their graduation, graduates must pay a \$3.00 fee for transcripts.

6. College Visitation

A senior must notify the counselor at least a week in advance of the visit and bring a verification letter from the college registrar upon returning to school. Senior students may use their EC days for college visitation during their senior year.

IV. SCHOOL SERVICES

A. ADMINISTRATIVE STAFF

The administrative staff of the school consists of:

1. Principal

The principal is the instructional leader of the school. The principal communicates the mission of the school to the staff, parents, community, and students who understand and apply the characteristics of the instructional program of the school. The principal is responsible for the total operation of the school.

2. Assistant Principals

Each secondary school has several assistant principals who work very closely with the principal in maintaining in every way an excellent educational facility. The assistants have authority and responsibility in all matters pertaining to the operation of the school.

3. Counseling and Guidance Services

The Aldine District provides counseling and guidance services for all students. Assistance is offered in educational and vocational problems and planning as well as with social and personal problems.

a. School Counselors

The school counselors are available to work with students on an individual basis or as a group and are accessible to the student as needed.

b. Parent Seminars and Workshops

Counselors and other school staff coordinate seminars and workshops on various topics of interest to parents at the local schools. The Aldine School District sponsors district wide seminars and workshops as well.

c. Community Youth Specialist (CYS)

CYS are Harris County employees who are assigned to Aldine ISD and work with referrals from the campus administrative staff to help students and families obtain other needed social services.

d. Aldine Substance Abuse Program

Counselors provide information to students involved in alcohol, drugs, and other unhealthy behavior. Students volunteer for this program or are referred by the school personnel. Speaking engagements, seminars, workshops and prevention education are also provided by this program, with an emphasis on prevention.

e. Intervention Specialist

Intervention Specialists are available to work with high school students on an individual or group basis and are accessible to the student as needed. They also work with students who have been sent to alternative campuses for drug and alcohol related incidents.

V. STUDENT ACTIVITIES

All student activities are subject to rules established by the Texas Education Agency and the State Board of Education.

A. ELIGIBILITY OF STUDENTS ELECTED TO OFFICE OR RECEIVING HONORS

ELIGIBILITY

The student may be elected to an office or receive an honor at the beginning of the school year only if the student has earned the cumulative number of credits in state approved courses as stated in Section III titled Credits and Grade Requirements for Extra Curricular Activities. Following the initial six weeks period of a school year, a student must not have a recorded grade average lower than 70 in any course for that preceding six weeks period. He must have conduct grades for the year of no more than one "N" and no "U's".

QUALIFICATIONS

He/She must have been enrolled in school the term preceding the election and be officially registered on the date of the election.

1. Should any officer make a failing grade in any one subject on a six weeks report card, the student will be placed on probation until the next report card is issued. Probationary status results in no participation what-so-ever in the duties or responsibilities of the organization. If still failing at the end of the next reporting period, the office must be forfeited. Should this happen in any class or organization, the presidency will be filled by the vice-president. All other vacancies will be filled in a manner determined by the principal and the sponsor. In some cases the position may remain vacant.
2. It will be the duty of the sponsor of the respective group involved to verify the eligibility and qualifications of each candidate for the office. It shall be the responsibility of the student involved to the extent that if he/she should be elected to any office for which he/she is not eligible, when notified, his/her position shall be considered vacant and filled as prescribed by school policy.
3. Major offices will be defined as President and Vice-President of all classes and student council. All other offices shall be classified as minor offices. A student may hold one major office and one minor office or two minor offices.
4. Students who are elected to an office, but do not do their assigned duties, may be removed from that office after being warned and given a reasonable amount of time to correct the problem. If removed, the office will be declared vacant and the accepted procedures to fill the vacancy will be followed.
5. Election of class officers or representatives will be held during the spring prior to the office holding year. Freshmen will elect officers during the first six weeks of each year.
6. A district may choose to permit an ineligible student (one who has only a single F from the previous six weeks) to be a candidate in election/selection for cheerleader, drill team, and class or organization officers for the next school year. Because the actual participation would not occur until next school year, it would not be considered a violation of state board rules.

B. QUALIFICATIONS FOR YEARBOOK FAVORITES

1. The student must have been enrolled in that particular high school the semester prior to the election and be officially registered on the date of the election.
2. All class members are eligible to vote.
3. Nominations
Two days of open nominations will occur at least seven school days prior to the election. The nomination process may be carried out before school, after school, during lunches, or during study halls. All nominations must be in writing on the form provided by the school. Students making nominations must provide their ID number and can make only one nomination for each position. There is no limit to the number of positions for which a student may be nominated. At the conclusion of the two day period, all nominations will be tallied and the top 8 nominees (4 boys and 4 girls) in each category will be placed on the ballot. In case of a tie for fourth place, five nominees will be placed on the ballot.
4. Favorites
Each school will elect the following favorites and only those listed.

<u>Senior Favorites</u>	<u>Under Class Favorites</u>
Mr. and Miss	Most Popular

Most Beautiful (girl)	Most Beautiful (girl)
Most Handsome (boy)	Most Handsome (boy)
Best All-Around	Best All-Around
Friendliest	
Most Popular	
Best Dressed	

5. Eligibility

Mr. and Miss _____. Only seniors may be nominated who meet the eligibility requirements set forth in Section V, paragraph 1. Only seniors will vote for this honor. Students nominated for senior favorites or under class favorites must meet the requirements of Section V, paragraph 1.

Students should consider the following characteristics when nominating classmates.

Mr. and Miss - Character, leadership, service and most representative of the school.

Most Beautiful and Most Handsome - Based on beauty and good looks.

Best All-Around - Possesses several of the following qualities: Academic ability, artistic ability, athletic ability, good sportsmanship, good citizenship, service, and/or leadership

Friendliest - "A smile for all" - for the students and faculty- cheerful, good-natured, helpful

Most Popular - Liked by all students.

Best Dressed - Neat, clean, attractive, good taste in selection of style, appropriate to occasion and adheres to dress code.

6. Elections

Elections for class favorites shall be held for two days. The elections will be conducted during Channel I time, activity periods, lunch periods, or before school. A student must present a school ID to vote. Monitors will use class rolls to ensure that a student votes in the appropriate election and votes only once. Voting will be on approved ballots only. The winner in each category (1 boy and 1 girl) shall be the student receiving the most votes for that category. In case of a tie, a runoff will be held. Any student elected to more than one honor will receive all honors. Votes will be counted by an election committee composed of the head sponsor, class counselor, and an administrator. No results will be posted or announced until all winners are certified by the election committee as being eligible for the honor.

C. ELECTION OF HOMECOMING QUEEN/KING

The senior class will nominate seven girls from the senior class to run for Homecoming Queen. The nomination procedure adopted for class favorites will be used for this honor. The three girls with the most votes will be finalists and will participate in the ceremony. The girl with the most votes will be elected queen and crowned at the Homecoming Game.

Four girls will be nominated from each of the other classes to run for princess of that class. The girl with the most votes will be elected princess and will participate in the Homecoming Ceremony. Nomination, academic requirements, and election procedures are those used for yearbook favorites on pages 9-10.

Each girl will select her own male escort from among the male students enrolled in her school. She may choose to be escorted by her parent/guardian or friend.

D. CHEERLEADER REGULATIONS

1. Membership
The top twelve (12) 9th graders will be placed on the 9th grade squad. The varsity shall have a minimum of eighteen (18) members, regardless of their grade level (10,11,12). However, the high school campus will have the option of reducing the varsity squad to fifteen (15) members, if the tryout participation is significantly low and the bottom composite scores are greater than 5 points from the 15th composite score.

Based upon the composite scores earned in the try outs, the Jr. Varsity squad will have a maximum of ten (10) members. However, the high school campus will have the option of reducing the Jr. Varsity squad to eight (8) members, if the tryout participation is significantly low and the bottom composite scores are greater than 5 points from the 8th composite score. The sophomore squad (if necessary) will have six (6) members. If vacancies occur on any squad the sponsor will have the option to fill the vacancy from the squad directly below.
2. Conduct
A cheerleader's conduct will be consistent with the organization's constitution at all times. Failure to maintain such conduct may result in probation or suspension. Any conduct of "N" will mean suspension from cheerleading activities until the next grading period. At that time, a written statement is obtained from the classroom teacher giving the "N," that it has been brought up to at least an "S." Failure to bring it up by the next grading period will result in removal from the cheerleading squad. A cheerleader who earns an "N" in conduct (with documentation) for any grading period will have their conduct records reviewed for participation eligibility and also try out eligibility for the following year.
3. Academic Requirement
The student must meet the academic requirements outlined in Section V, paragraph 1, 8.
4. Selection Process
Any eligible student may seek the position of cheerleader. All approved applicants will appear before a panel of judges. The judging panel will consist of not less than three paid judges who have no affiliation with the school or any candidate. An appropriate rating sheet will be used in the judging process. Each applicant will appear before the judges twice (once alone and once in a group). High school freshmen try-outs will be held with the high school varsity try-outs.
5. Participation at a summer camp is required. All expenses associated with summer camp are the responsibility of the student. Cheerleaders must maintain academic and conduct standards as outlined under the section regarding Regulations and Requirements for Cheerleaders and Officers of Student Organizations.
6. The moment a cheerleader withdraws from school or is terminated, that position is considered vacant. All equipment furnished by the district will be returned to the school in good condition within five school days. All uniforms must be cleaned by the individual cheerleader prior to return. A \$20.00 fee will be assessed to the cheerleader if the uniform is returned without evidence of cleaning.

E. DRILL TEAM

All drill teams shall exist to represent the school at various events, to foster good fellowship, develop leadership, encourage good scholarship, develop loyalty, good sportsmanship, and high character standards.

A pre-requisite of the above is good conduct; therefore, a member's actions and conduct will be above reproach at all times. Failure to maintain a high level of conduct may result in suspension from the performing group.

1. Academic Requirements - The student must meet the academic requirements outlined in Section V, paragraph 1 (page 16).
2. Uniforms - The district will provide a uniform for games. Girls will be expected to provide footwear and tights. All other accessories other than personal items must be purchased by fundraising activities, principal agency account, and/or contributions from booster clubs.

A second and/or alternate uniform is not required to be a member of a drill team. Drill teams may choose to dress alike for pep rallies and game days, but such apparel must be suitable for school wear at other times. No girl is to be excluded for failure to dress as the majority of the students in the drill team. Drill team directors must provide leadership to keep the cost of such apparel to a minimum.

3. Summer Camps – Each school may provide money to send officers to a summer camp. The camp shall be of joint selection by the drill team director, officers and principal. The officers shall be given the opportunity to raise money through some specific fund raising activity during the year to help defray camp costs, i.e., soft drinks at basketball games, selling doughnuts before school, etc.

Other girls wanting to attend camp may do so at their own expense. Arrangements for transportation to and from camp is to be made by the students. If a bus is chartered, arrangements will be made for chaperones and supervision. In any case, it will be made clear to the parents what arrangements are being made; i.e., responsibility for supervision, cost, arrival and return times, etc.

Aldine district drill teams will attend local camps when available to reduce costs to individual girls. Only one uniform comparable in cost to a PE uniform may be purchased at the expense of individual girls. Any additional uniforms or props must be purchased from fund raising activities.

4. Competition - The Aldine School District will pay the cost of registration and transportation for maximum of two dance team competitions each school year. One of these must be in the local area (100 miles of Houston). If the dance team can earn a sweepstakes or superior rating in the local competition, they may take a second trip outside the Houston area. Failure to meet this standard will mean that the second trip, if taken, must be in the Houston area. Any trips to competition not covered by this policy must be at the dance team's expense.

The school district will not pay for overnight expenses associated with any competition.

F. ATHLETICS

1. Aldine high schools have organized athletics in grades 9-12 boy's baseball, basketball, cross-country, football, golf, soccer, swimming, tennis and track. For girls the schools offer basketball, cross-country, golf, soccer, softball, swimming, tennis, track, and volleyball.
2. Students who participate in any athletic program must be adequately covered by a family insurance or must purchase the accident insurance available through the school. If the parents desire to have their personal insurance bear full responsibility they must sign a waiver and thus assume full responsibility for all medical expenses. They will also have a UIL Medical Examination Certificate

(physical exam, parent approval to participate, UIL Concussion Form, UIL Acknowledgement of Rules and an emergency card on file before they can practice or participate.

3. UIL rules are followed in regard to eligibility and participation.
4. All forms can be found on web site www.aldine.k12.tx.us under athletic department.

In Aldine Independent School District's ongoing effort to cut expenses and to continue the district's successful athletics program, the school district decided to charge an annual athletics participation fee.

High School Student-Athlete

- \$50.00 for the first high school student attending in the family
- \$30.00 for each additional high school student athlete in the same family

Middle School Student-Athlete

- \$30.00 for the first middle school student attending in the family
- \$25.00 for each additional middle school student athlete in the same family

A student-athlete must pay their athletic participation fee once he/she makes the respective team. If he/she does not pay, they can not participate.

DISCIPLINE MANAGEMENT PLAN



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ALDINE INDEPENDENT SCHOOL DISTRICT DISCIPLINE MANAGEMENT PLAN

I. CONTENT OF APPROVED DISCIPLINE MANAGEMENT PLAN

A. INVOLVEMENT OF ADMINISTRATORS, TEACHERS, PARENTS, STUDENTS, AND EDUCATION SERVICE CENTER IN THE PLAN'S DEVELOPMENT

Representatives from all segments of the Aldine Independent School District community were involved in developing and reviewing the district's discipline management plan. A committee of 89 teachers, administrators, students and parents representing various campuses and instructional levels was requested to review the plan. In addition, the committee members discussed the plan with their colleagues and peers and reported the comments and suggestions received for consideration by the committee. Each phase of the plan's development was discussed with the appropriate educational service center personnel.

The Aldine Public Information Office provided reports to local papers concerning the requirements of House Bill 72 with regard to developing a discipline management plan.

The Board adopted the Discipline Management Plan at a meeting held on January 21, 1986, at which time public comment was invited.

Each year stakeholders are asked to provide input concerning the Discipline Management Plan. All suggestions are considered and modifications are recommended to the Board of Trustees for approval.

B. CLASSIFICATION OF SCHOOL PERSONNEL WHO HAVE THE AUTHORITY TO:

1. Assess and implement the campus discipline management plan – campus principal and assistant principal.
2. Remove a student to alternative education programs (AEP) – campus principal and assistant principal.
3. Remove a student from campus for reasons other than to an alternative education program (AEP) – campus principal and assistant principal.
4. Expel a student for disciplinary infractions – assistant superintendent of administration or superintendent's designee, assistant superintendent & general counsel.

C. RESPONSIBILITIES OF THE ADMINISTRATORS, TEACHERS, PARENTS AND STUDENTS IN THE DISCIPLINE MANAGEMENT PLAN

1. **Administrators have the responsibility to:**
 - a. Ensure an effective instructional program for all students under their jurisdiction
 - b. Develop guidelines for student discipline
 - c. Attempt to solve school-related problems or conflicts of students, staff and parents
 - d. Develop and maintain a plan to provide for the safety and welfare of both students and faculty
 - e. Develop and maintain communication and rapport with students and staff to ensure a cooperative working relationship

- f. Develop a plan which results in the notification of parents regarding student progress in achievement and/or behavior
- g. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan
- h. Exhibit an attitude of respect toward students, parents and citizens
- i. Promote effective training and discipline based upon fair and impartial treatment of all students
- j. Provide appropriate support for teachers in dealing with student discipline problems sent to the office
- k. Encourage parent communication with the school, including participation in required parent conferences
- l. Serve as an appropriate role model for the students in accordance with the standards of the profession
- m. Adhere to the procedures set forth in district policies and this plan

*For the purposes of this document, the term "parent" is used to designate a natural or adoptive parent, guardian, or a person legally acting in a parental relationship to a child, or a surrogate parent who has been appointed by the district to act on behalf of a child in accordance to Public Law 94-142.

2. Teachers have the responsibility to:

- a. Prepare and implement lesson plans and learning activities which provide an effective educational program for each student
- b. Maintain an orderly classroom atmosphere conducive to learning
- c. Deal with discipline problems reasonably and without provocation
- d. Notify parents of their child's progress and any significant changes in achievement and/or behavior
- e. Be knowledgeable about the campus discipline framework and implement the plan within classrooms, halls, cafeteria and grounds
- f. Be in regular attendance and on time, and be prepared to perform their duties with appropriate working materials
- g. Develop classroom management skills through:
 - (1) Advanced Academic Training (AAT)
 - (2) In-service compensatory activities
 - (3) Local in-service
- h. Teach students to strive toward self-discipline
- i. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession
- j. Comply with district and school policies, rules, regulations and directives

3. **The parents or guardians have the responsibility to:**

- a. Establish and maintain in the home a positive attitude toward education
- b. Model appropriate behavior at school, at school functions and at the bus stop.**
- c. Show an active interest in their child's school work, conduct and progress through regular communication with the school
- d. Bring to the attention of school authorities any problem/condition which affects their child
- e. Keep their child out of school when their child is obviously ill
- f. Provide their child with the necessary resources needed to complete classroom assignments
- g. Ensure that their child is appropriately dressed at school and at school sponsored activities
- h. Discuss report cards and work assignments with their child
- i. Confer with the teacher if their child receives an "F" in any academic subject or an unsatisfactory conduct grade
- j. Provide an appropriate place and time for study in the home
- k. Encourage proper study habits at home
- l. Ensure their child's compliance with school attendance requirements and provide reasons for their child's absence by written notes
- m. Provide up-to-date home, work and emergency telephone numbers and other pertinent information to the school
- n. Pay for any property damage caused by the student
- o. Participate in parent-school organizations
- p. Attend parent training workshops on a voluntary basis or when requested
- q. Become familiar with and discuss the Student Code of Conduct, the school rules and the classroom rules with their child**
- r. Submit annually a signed statement indicating they understand the responsibilities outlined in this section

4. **The student has the responsibility to:**

- a. Pursue and attempt to master the academic requirements as established by the district and state
- b. Attend school daily and be on time to all classes, except when excused according to district guidelines
- c. Be prepared for each class by handing in appropriate materials and assignments

- d. Be properly attired in accordance with the district's standards
- e. Exhibit an attitude of respect toward individuals and property, and conduct oneself in a responsible manner
- f. Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct or cheating
- g. Seek help from school personnel when having school or personal problems
- h. Follow all rules established by the state, the district, the school and the teacher
- i. Exhibit responsible behavior in school and at all school sponsored activities
- j. Follow approved channels in an orderly and responsible manner when seeking changes in school policies and regulations

D. PROCEDURES FOR REQUIRED PARENT-TEACHER CONFERENCES

- 1. One or more conferences during each school year will be required between a teacher and the parents of a student if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problems to the teacher or in any other case the teacher considers necessary.
- 2. A teacher or other school employee shall attempt to conduct these conferences face-to-face, but where impractical, may conduct them by telephone. If these methods fail, the conference may be by letter. The district shall document its attempts to schedule and conduct required parental conferences.
- 3. Teachers or other school employees may request a conference with a student's parent(s) whenever the teacher or employee perceives the need for parental cooperation in enforcing the Student Code of Conduct.

E. INVOLVEMENT OF PARENTS IN TRAINING WORKSHOPS FOR HOME REINFORCEMENT OF STUDY SKILLS AND SPECIFIC CURRICULUM OBJECTIVES

- 1. All parents, especially parents of students exhibiting persistently unacceptable behavior, will be requested to attend parent training seminars. The seminars may be offered not less than once in the fall and once in the spring. Seminar content is to be planned by a committee of counselors and administrators.
- 2. Parent training covering study skills and specific curriculum objectives will be provided once a semester.

F. SCHOLASTIC PENALTIES WILL NOT BE IMPOSED FOR DISCIPLINARY INFRACTIONS

- 1. A student removed from his or her regular classes for any reason other than expulsion will be expected to complete any course work assigned within a time designated by the teacher in accordance with district policy. Students who do not complete the work as required will receive a grade of zero for the work.
- 2. No academic penalty (reduction in grade) will be assessed based solely on the disciplinary infraction.
- 4. Students with disabilities will receive educational services during expulsion as determined by the Admission, Review, and Dismissal (ARD) Committee.

II. STUDENT CODE OF CONDUCT

A. EXPLANATION

Good behavior is simply a way of expressing the pride we have in ourselves by showing respect and consideration for others. Students in the school community must fulfill certain responsibilities if a positive learning environment is to be achieved.

B. JURISDICTION

The district has jurisdiction over its students during the regular school day, at bus stops and while going to and from school on district transportation. The district's jurisdiction includes any activity on school property, attendance at any school-related activity, regardless of time and location, and any school related misconduct, regardless of time or location. For purposes of this code, school property includes all property owned or operated by the district.

C. DISCIPLINE

A more restrictive dress code may be adopted for a particular school only upon the written approval of the Superintendent. Principals of schools with modified dress codes shall post the modifications in the school's front office.

1. DRESS CODE

The district's general dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, promote orderliness, and assure the security of the school. Principal discretion will be used in addressing any dress code issues which may adversely affect the educational atmosphere of the school.

Repeated dress code violations are considered category 2 offenses. Consequences of dress code violations include but are not limited to:

- Student/parent conference
- Detention
- Removal from school pending a parent conference
- In-school suspension
- Placement in a district AEP through a hearing process

Students not adhering to dress code will not be allowed to attend class.

a. Proper attire for all students

1. All High School students must wear a collared shirt, Polo or oxford (dress shirt) style. Button-ups must be buttoned. Jackets and sweaters are not considered shirts. Shirts can be any color, solid, plaid or stripe.
2. Apparel must be neat, clean, modest and worn appropriately. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the principal will determine the appropriateness of dress appearance.
3. Appropriate undergarments must be worn at all times. Exposure of undergarments for both male and female students is unacceptable. Clothing worn under standardized dress attire must match the standardized colors of the school (Secondary Levels).

4. Clothing, makeup, jewelry, patches, tattoos, or designs on clothing must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliation, violence, death or satanic ideology.
5. All tops must be long enough to cover the midriff completely under normal circumstances.
6. Patches worn in inappropriate places are prohibited.
7. Sleepwear and/or lingerie are not permissible as outer garments.
8. Muscle shirts and net shirts are not acceptable
9. Shirts/blouses are to be buttoned except for the top two buttons. Zippered clothing must be closed to the same degree as buttoned shirts.
10. Shorts, approaching the knee, are permitted. (Ex: - Bermuda or walking shorts). Lycra spandex shorts of any length are not permitted. (Ex: - biker shorts.) Tight shorts of any material are prohibited. Boxer shorts are not permitted.
11. Shoes must be worn at all times. Flip flops, slides, stiletto heels, house slippers and shoes with cleats and/or skate-shoes are prohibited. Safe walking should be the guide for slippery-surfaced shoes and high heels. “Heelies” are not permissible.
12. No headwear (caps, hats, bandanas, hoods, scarfs, etc.) may be worn at any time.
13. Any noise-making articles that are distracting must not be worn or brought to school.
14. **Pants and shorts must be worn securely, at the proper height, around the waist. Slacks, shorts, pants with belt loops require a belt to be worn. Exposure of undergarments is unacceptable. No oversized apparel is permitted. Pegged pant legs are prohibited.**
15. Cut, torn or ripped clothing is prohibited.
16. Frayed clothing cannot reveal skin or undergarments.
17. Hair must be neat, clean, combed and out of the eyes. A hair style must not be distracting or interfere with the learning environment. Extreme hair styles which include hair that is dyed an unnatural color (ie. Green, purple, orange, etc) will not be permitted.
18. Wigs are not acceptable as a cover-up for hair not meeting the dress code.
19. Mohawks/spikes that are extreme or distracting are not permissible.
20. Symbols or designs shaved into the hair must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliation, violence, death or satanic ideology are not permissible.
21. Hair curlers and/or rollers are not to be worn at school.
22. The only visible body piercing allowed is earrings for girls. Nose studs are prohibited.
23. It is not permissible to cover earrings or body piercings with band-aides etc.
24. Grills are not permissible.
25. Clear or mesh backpacks only.
26. Blankets are not permissible.

27. Student ID badges are required at the high school and middle school level grades 7-12. A \$1.00 fee will be assessed for a temporary ID.

28. Students are encouraged to bring only the amount of money needed for lunch or other expenses to be used on a given day. Students are discouraged from bringing expensive watches, bracelets, or other items that may be stolen or lost.

b. Proper attire for girls

1. The length of skirts, split skirts, and dresses must approach the knee, and allow one to walk, stoop, kneel and sit with modesty.
2. Tops must have shoulder straps.
3. Tube tops are not allowed.
4. Sheer clothing must be worn with an opaque camisole or slip. Low-cut clothing is not permitted. No cleavage should be visible.
5. Girls wearing boy's or men's shirts must be tucked in, with no "blousing."
6. Leggings/tights may not substitute for pants. Leggings may not be worn with skirts/shorts that do not adhere to the dress code.

c. Proper attire for boys

1. Hair length may not extend below the bottom of a regular shirt collar. Pony tails and braids are allowed but hair cannot extend below the bottom of a regular shirt collar. **Pony tails cannot be used to conceal hair not within dress code.**
2. Beads of any kind may not be worn in the hair.
3. Wigs are not permissible.
4. Facial hair must be clean-shaven at all times. Beards, goatees or mustaches will not be permitted. Sideburns must be neatly trimmed to extend no lower than the tip of the earlobe.
5. Earrings and studs may not be worn and must not be brought to school.
6. Oversized shirts must be tucked into pants with no "blousing." Shirts with tails must be tucked in at all times.

d. Standardized Dress

The school principal may survey the parents and community to determine interest in use of a standardized dress code. In order for the campus to use standardized dress codes, eighty-five percent of the parents surveyed should respond favorably to pursue this concept. The parent survey will be distributed to all parents. At least 50% of the surveys must be returned to make a decision for standardized dress code.. Reauthorization of standardized dress code must meet the same approval guidelines and will be conducted every 5 years beginning with the 2010 school year. Schools currently using school standardized dress codes are:

High Schools:

- Aldine HS
- Aldine 9
- Eisenhower 9
- MacArthur 9
- Nimitz 9

Middle Schools:

- Aldine Middle School
- Drew Academy
- Grantham Academy
- Hambrick Middle
- Hoffman Middle
- Lewis Middle School
- Plummer Middle School
- Shotwell Academy
- Stovall Middle School
- Teague Middle School

Intermediate Schools:

- Caraway Intermediate
- Eckert Intermediate
- Escamilla Intermediate
- Hill Intermediate
- Houston Academy
- Marcella Intermediate
- Parker Intermediate
- Rayford Intermediate
- Reed Academy
- Stehlik Intermediate
- Wilson Intermediate

Elementary Schools:

- Anderson Academy
- Bethune Academy
- Black Elementary
- Bussey Elementary
- Calvert Elementary
- Carmichael Elementary
- Carroll Academy
- Carter Academy
- Conley Elementary
- Dunn Elementary
- Ermel Elementary
- Francis Elementary
- Goodman Elementary
- Gray Elementary
- Harris Academy
- Johnson Elementary
- Jones Elementary
- Kujawa Elementary
- Magrill Elementary
- Odom Elementary
- Reece Academy
- Smith Academy
- Spence Elementary
- Stovall Academy
- Thompson Elementary
- Worsham Elementary

All EC/PK are standardized dress campuses.

Contact your school principal if you want more information regarding standardized dress.

2. VANDALISM AND DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or district schools. Parents or guardians of students guilty of damaging school property shall be liable for damages. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost or damaged textbooks. Students defacing school property in the name of tradition will be held responsible.

3. HAZING

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

Students shall have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

4. BULLYING

It is the intention of the Aldine Independent School District to maintain a high quality educational environment; it cannot allow persons to intimidate or endanger the safety of students. It must be understood that bullying behavior will not be tolerated.

Bullying shall be defined as engaging in written or verbal expression through electronic means or physical conduct that occurs on school property, at a school sponsored or school-related activity, or in a vehicle operated by the district and that: has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying and retaliation against any person, including the victim, a witness, or another person, who in good faith provides information concerning an incident of bullying is prohibited.

Any student who believes they are a victim of bullying should report the incident(s) to campus staff and the campus administration immediately. The incident(s) is to be documented utilizing the Student Bullying of Harassment Reporting Form. All reports are to be investigated and notice is to be provided to parents and guardians of a student who is a victim and to parents and guardians of the student engaging in bullying behavior.

A student who is a victim of bullying, a witness to bullying, or who engages in bullying behavior are encouraged to visit with the campus counseling team. These professionals may include:

- the regular education counselor,
- special education counselor,
- intervention specialist,
- CYS worker assigned to the campus.

Any student violating this policy will be disciplined according to the Student Code of Conduct which could result in the transfer to another class or to another campus. A student served in special education who violates the Student Code of Conduct will be subject to disciplinary action as outlined in federal special education law.

5. DATING VIOLENCE

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

Examples of dating violence against a student may include, but not limited to, physical or sexual assaults, name calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property to belonging to the student, threats to

commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

6. TOBACCO USE

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, on school property or at school-related activities.

7. STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

State law requires student-athletes in grades 9-12 participating in athletics sanctioned by the University Interscholastic League (UIL) to agree not to use steroids and to submit to random testing if selected. The student and parent/guardian must sign an acknowledgement of these statements prior to being allowed to participate. If acknowledgement is not signed, the student-athlete may not participate.

Random steroid testing is administered for student-athletes by the UIL according to its policies and procedures. The UIL administers testing and determines the penalty for a positive test result.

8. DRUG/ALCOHOL USE

No student shall possess, use, transmit or attempt to possess, use or transmit, or be under the influence of, any of the following substances on school property or at a school-related activity, function or event.

- a. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
- b. Alcohol or any alcoholic beverage
- c. Any abusable glue, aerosol paint, or any other chemical substance for inhalation
- d. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs
- e. Drug paraphernalia

"Use" means a student has, smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale or attempted sale of substances which are either represented to be any of the above-listed substances, or are look alike substances which create the illusion or climate of drug use, is also prohibited under this rule.

A student who uses a drug as prescribed for that student by a licensed physician shall not be considered to have violated this rule. Use of prescription drugs shall be according to district policy.

9. WEAPONS

A student shall not go onto school property with a firearm, explosive weapon or knife, unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy or use of any building or portion of any campus by exhibiting, using or threatening to exhibit or use the firearm, explosive, weapon or knife.

Students are also prohibited from bringing onto school property or to any school related activity any other weapons. This prohibition will not normally apply to school supplies such as pencils, compasses and the like, unless they are used in a menacing or threatening manner.

WEAPONS INCLUDE, BUT ARE NOT LIMITED TO:

- a. Fireworks of any kind
- b. Clubs or nightsticks
- c. Razors, box cutters,
- d. Metallic knuckles
- e. Chains
- f. Any other object used in a way that threatens to inflict bodily injury on another person
- g. Martial arts equipment
- h. Knives of any size, including pocketknives
- i. Firearms
- j. Ammunition
- k. A chemical dispensing device
- l. Pellet guns, bb guns

The possession or use of articles not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use. *Refer to *Discipline Management Plan*, page 31 for policy regarding use of metal detectors.

10. ASSAULT/AGGRAVATED ASSAULT

Students are prohibited from assaulting anyone on school property or at any school-related activity. An assault is defined as:

- a. Intentionally, knowingly, or recklessly causing bodily injury to another person,
- b. Intentionally or knowingly threatening another with imminent bodily injury, or
- c. Intentionally or knowingly causing or threatening to cause physical contact with another when the student knows, or should reasonably believe, that the other will regard the contact as offensive or provocative.

An aggravated assault is defined as:

- a. Causing serious bodily injury to another, including the person's spouse
- b. Using or exhibiting a deadly weapon during the commission of the assault

11. DISRUPTION OF CLASSES/SCHOOL ACTIVITIES

For purposes of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located and any grounds or buildings used by district schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park or sidewalk.

No student shall be permitted on school property, or within 50 feet of school property, to disrupt willfully, alone or in concert with other, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

- a. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction
- b. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend. Example: walk-out, boycott, or sick-out
- c. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend
- d. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities

12. DISRUPTION OF LAWFUL ASSEMBLY

No student, or group of students acting in concert, may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or any property of the district. Disruptive activity means:

- a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school
- b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity
- c. Preventing, or attempting to prevent, by force or violence, or the threat of force or violence, any lawful assembly authorized by the school administration
- d. Disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress
- e. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing, or attempting to prevent by force or violence or by threats thereof, the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students of any nature, either in or out of class that for any reason materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school related activities is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that they may reasonably lead school authorities to forecast substantial disruption of, or materially interfere with, normal school operations or approved school activities.

13. PUBLICATIONS

Distribution of written materials may be restricted, subject to the following guidelines:

- a. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
- b. Reasonable administrative regulations as to the time, place and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- c. Content of the materials to be distributed shall conform to the following standards:
 - (1) Materials that are sexually inappropriate or that endorse actions endangering the health and safety of students shall be prohibited.
 - (2) Libelous material shall be prohibited.
 - (3) Publications that criticize board members or school officials or advocate violation of school rules shall be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
 - (4) Literature that scurrilously attacks ethnic, religious or racial groups, and similar irresponsible publications aimed at creating hostility and violence shall be prohibited. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.
- d. All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:
 - (1) Material shall be submitted to the building principal or designee for review.
 - (2) The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four-hour period shall be interpreted as disapproval.
 - (3) The student may appeal disapproval to the Superintendent, who shall decide the appeal within three days of its receipt. Failure of the Superintendent to act within the three-day period shall be interpreted as disapproval.
 - (4) The student may appeal disapproval by the Superintendent to the Board. The student shall notify the Superintendent of the appeal and request the matter be placed on the agenda for the next board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his/her viewpoint.

14. SORORITIES, FRATERNITIES AND SECRET SOCIETIES

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the

free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

15. GANGS AND GANG-RELATED ACTIVITIES

The presence of or student involvement in gangs or gang-related activities on school grounds, at school-related events, including the display of gang symbols, paraphernalia or apparel, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's discipline policy.

As used herein, the term "gang" shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the District's educational process or programs.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including without limitation recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang.

16. SCHOOL BUS BEHAVIOR

- a. Bus rules and regulations are distributed to those students riding the buses on the afternoon route of the first day of school.
- b. Bus rules and regulations are to ensure the safe operations of the bus provide minimal distraction for the bus driver and maintain appropriate discipline.
- c. Bus offenses and consequences are discussed in the "General Policies" section, *page 27* and on pages 13-14 in the discipline management section.

Aldine Independent School District School Bus Information

School bus safety is of great importance to everyone in our school district. Disruptive or destructive behavior that interferes with students' or patrons' safety will not be tolerated. **Bus riders will be responsible for their actions at the bus stop as well as on the bus.** The bus driver will assign seats and/or take reasonable action to ensure the safety of the students.

Students are expected to assist district staff in ensuring that buses are in good condition and that transportation is provided safely. When riding on the bus, students are held to the behavioral standards established in the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- 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.
- Not possess or use any form of tobacco, alcohol or controlled substance on the bus.
- Be seated while the vehicle is moving.
- Observe all usual classroom rules.
- Students may only ride assigned bus route unless authorized by a school administrator with parent/guardian approval.

Student misconduct will be punished in accordance with the Student Code of Conduct including removal to the DEAP. Bus riding is a privilege and this privilege may be suspended for misconduct.

Students suspended for bus infractions are not eligible to ride any other bus during the suspension period. This would include another route bus, extra curricular or extended day buses, or any other activity bus.

17. MISCELLANEOUS

Students on school property or at school-related activities are prohibited from:

- a. Cheating, which includes plagiarism, copying, or permitting others to copy.
- b. Throwing objects, unless part of a school supervised activity that can cause bodily injury or can damage property
- c. Leaving school grounds or activities without permission
- d. Using or exhibiting profanity, vulgar/inappropriate language, or obscene gestures
- e. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules and regulations
- f. Being disrespectful or rude toward teachers or other school employees
- g. Committing arson
- h. Committing robbery or theft
- i. Damaging or vandalizing property owned by other students or district employees
- j. Engaging in misconduct, as defined by district policies and regulations, on school buses
- k. Fighting
- l. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
- m. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs or derogatory statements addressed publicly to others
- n. Engaging in inappropriate sexual behavior
- o. Engaging in any other conduct that disrupts the school environment or educational process.

D. GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees or property, and to maintain essential order.
2. Students shall be treated fairly and equitable. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. Seriousness of the offense

- b. Student's age
 - c. Frequency of misconduct
 - d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
3. Consideration will be given to self-defense as a factor in a decision to order suspension, removal to a disciplinary alternative education program, or expulsion. In determining that a student is removed to a disciplinary alternative education program or expelled, consideration will be given to self-defense, intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrong fullness of the student's conduct.

E. DISCIPLINE MANAGEMENT TECHNIQUES

The following discipline management techniques are always available when assessing penalties for violations of the code of conduct, regardless of the offense. Discipline management techniques may be used separately or in conjunction or in any appropriate order by the teacher or administrator. Some techniques are as follows:

- Counseling by teachers, special services, or administrative personnel
- Parent-teacher conferences
- Cooling-off or time-out
- Behavioral contracts
- Assigned school duties other than class tasks
- Verbal correction
- Withdrawal of privileges, including participation in extracurricular activities and honorary positions
- Sending the student to the office or other assigned areas
- Detention
- Probation
- Demerits
- Referral to an outside agency or authority
- Temporary confiscation of items that disrupt the educational process
- Assignment to in-school suspension
- Assignment to school- community based projects.
- Special education student discipline management

Each special education student's individual education plan (IEP) shall address the student's specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student.

F. UNEXCUSED ABSENCES

1. The teacher or campus discipline person shall use one or more discipline management techniques after each unexcused absence. Truancy (willfully missing class or school without parental knowledge) is an unexcused absence. In secondary schools three unexcused tardies to a class will count as one unexcused absence. Student absences will be considered unexcused unless they meet the following criteria:
 - a. Personal illness
 - b. Serious illness or death in the student's immediate family
 - c. Emergency medical or dental attention
 - d. Absences approved by the principal in advance
 - e. Quarantine
2. Consequences of unexcused absences
 - a. Student conference
 - b. Notification to parent
 - c. Detention hall/in-school suspension
 - d. Withdrawal of privileges
 - e. Loss of credit
 - f. Placement in an A.E.P. through the hearing process
 - g. Court action against parents for thwarting the compulsory attendance law

G. OFFENSES AND CONSEQUENCES

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. This list is not intended to be exclusive, so all types of disciplinary infractions may not be included. Modifications will be made, if necessary, at the discretion of the principal, an assistant principal, or teacher. Penalty modifications may be suggested whenever extenuating circumstances seem to be present. **Consequences are not necessarily administered in the order listed.**

1. EC/ PRE-K/ ELEMENTARY AND SECONDARY SCHOOLS

a. **Category I Offenses**

- Gum chewing on campus or on the bus
- Inappropriate cafeteria conduct
- Inappropriate hall conduct
- Poor sportsmanship
- Cheating/Plagiarism
- Refusal to participate in classroom activities
- Failure to bring appropriate materials to the classroom
- Talking in class
- Sleeping in class
- Throwing objects (spitballs, paper, airplanes, etc.)

- Eating or drinking in classroom
- Selling any items in school or on school property not approved by principal in advance is prohibited.
- Tardiness
- Lewd or inappropriate sexual conduct (including public displays of affection).
- Inappropriate classroom behavior
- Possession of beepers and similar electronic devices, including cellular telephones and laser pointers, radios, tape decks electronic games, or toys in class or at school sponsored functions (*Refer to Discipline Management Plan for guidelines regarding paging devices and cellular telephones.*)

b. Category I Consequences - Teacher Directed

- Student conference
- Student-teacher contract
- Special assignments or duties
- Loss of classroom privileges
- Time out
- Parent contact
- Parent conference
- A grade of zero ("0") for cheating/plagiarism
- Based on administrative discretion and parent approval, a student may be assigned campus/community service as a consequence for Level 1 or Level 2 behaviors.

c. Category II Offenses

- Persistence of Category I behaviors when a variety of teacher directed consequences have been exhausted.
- Tardy Violation
- Disruption of school outside of the classroom including hall or cafeteria behavior
- Dress Code Violation
- Scuffling or horseplay
- Throwing dangerous objects
- Unacceptable bus behavior
- Stealing or possessing school district's or another person's property
- Verbal abuse of school personnel
- ID Badge violation
- Fighting on or near campus, at school functions, on the bus, at or near bus stop. Watching fights and not dispersing when directed to do so.
- Hazing, or encouraging or assisting any other person in hazing
- Inappropriate language/gestures (including but not limited to profanity).
- Skipping Class/School
- Unsafe driving of cars or illegal parking on or near school district property or activity
- Lewd or inappropriate sexual conduct
- SAC or D-Hall misbehavior
- Persistent ID badge violation
- Failure to attend assigned consequences including, but not limited to, SAC, ISS, AEP, D-Hall, or LD-Hall
- Defiance of authority
- Disrespectful to an adult
- Possession of or using tobacco or tobacco related products.
- Possession of weapons (not illegal) at school/school activities (*refer to Discipline Management Plan, page 10-11 for list of weapons*)
- Possession of any instrument that could be used to create a distraction or intimidate a student
- Gambling
- Persistent possession of beepers, and similar electronic devices, including cellular telephones and laser pointers. Radios, tape decks, electronic games, toys or reading materials should not be brought on campus unless they are used as part of a classroom project. Physical education equipment supplied by the school

and items such as footballs, baseballs, etc. should not be brought to school. (*refer to Discipline Management Plan, page 32 for guidelines regarding paging devices or cellular telephones*)

- Unacceptable use of computers and networks
- Forgery, which is defined as using the signature of school personnel or parent without their consent
- Violation of district behavior contract.
- Vandalizing or destroying the school district's property or another person's property
- Extorting money, favors or privileges from a student or students
- Possession of written materials outlining the manufacture of or use of bombs or other terroristic related items.
- Truancy (failure to attend school)
- Truancy (failure to attend school)-parent contributing to truancy-TEC Sec 25.093(a)
- Truancy (failure to attend school) Student with 10 unexcused absences TEC Sec. 25.094.
- Truancy (failure to attend school) student failure to enroll in school TEC Sec. 25.085
- Permanent removal by teacher from class due to disruptive classroom behavior - TEC Sec. 37.002
- Participation in gang or cult activities
- Disruption of school activities or lawful assemblies
- Distribution of written materials not approved by the principal
- Bullying /Student harassment (including sexual)/ Hit list
- Threats to a student
- Simple assault
- Hitting other student(s)
- Criminal mischief (non felony)
- Trespassing on school property
- Threats to a teacher or other terroristic related items
- *Assault other than employee
- *Theft from a Person
- *Conduct punishable as a felony – TEC Sec. 37.006 (2) (a)
- *Retaliation against a school employee or spouse on or off school property. TEC Sec. 37.006 (b) Penal Code 36.06
- *Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code 37.006(c).
- *Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code 37.006(c).
- *Public lewdness or indecent exposure – TEC Sec. 37.006 (2) (F)

A student shall be removed from class and placed in an alternative education program if the student commits any of the offenses indicated by an asterisk [*] on or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property.

d. Category II Consequences - Administrator Directed

- Student conference
- Detention
- Parent conference
- Time-out
- Restitution where applicable
- Loss of driving/parking privileges
- Removal from bus
- Removal from student office or school activity
- Based on administrative discretion and parent approval, a student may be assigned campus/community service as a consequence for Level 1 or Level 2 behavior

- In-school suspension. In most cases assignment to In school suspension requires remaining in the classroom through the extended day time period. Assignments to in school suspension are not to exceed three [3] days without parent conference.
- Suspension from school (not to exceed three [3] days per offense)
- Assignment to DAEP
- Notification to proper law enforcement agency where applicable and may be ticketed as appropriate
- Referral to drug rehabilitation
- Students found in violation of the bullying policy can be transferred to another class or campus.

*Removal from the regular school program and placement in an Alternative Education Program (AEP) for a period of time up to and including the end of the semester. If the offense occurs during the last grading period of a semester, the placement may extend into the next semester with the approval of the assistant superintendent of administration or superintendent designee.

(This is mandatory placement for those offenses indicated by an asterisk[*]).

Placed or expelled students to an Alternative Educational Program (AEP) are prohibited from being on school grounds or attending school-related extracurricular activities including but not limited to graduation, prom, and athletic activities during the period of placement or expulsion in the Alternative Educational Program.

e. Category III Offenses – Placement/Expulsion

- Serious misconduct violating the student code of conduct while placed in alternative education program - TEC. Sec. 37.007 (c)
- Engages in conduct that contains the elements of breach of computer security under Penal Code 33.02 if it involves district computers and the student knowingly alters, damages, or deletes school district property or information or commits breach of any other computer, computer network, or computer system.
- ** Sells, gives, delivers, possesses, uses, or under the influence of marijuana or other controlled substance - TEC Sec. 37.006 (3) and 37.007 (b) (non-felony)
- ** Sells, gives, delivers, possesses, uses, or under the influence of an alcoholic beverage – TEC Sec. 37.006 (a) (4) and 37.007 (b) (non-felony)
- ** Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under the Health and Safety Code, or relating to volatile chemicals under the Health and Safety Code. TEC 37.006
- ** Retaliation against a school employee or spouse on or off school property. TEC Sec. 37.006 (b) and 37.007 (d)
- ** Conduct containing elements of deadly conduct
- ** Criminal mischief (felony)
- ** Terrorist threat TEC Sec. 37.006 (a) (2)
- ** Assault against a school district employee or volunteer – TEC Sec. 37.007 (b) (2) (c)
- ** Assault against someone other than a school district employee or volunteer
- *** Used, exhibited, or possessed a firearm - TEC Sec. 37.007(a) (1) (A) and 37.007 (e)
- *** Used, exhibited, or possessed an illegal knife - TEC Sec. 37.007 (a) (1) (B)

- *** Used, exhibited, or possessed a club - TEC Sec. 37.007 (a) (1) (C)
- *** Used, exhibited, or possessed a prohibited weapon under Penal Code Sec. 46.05 - 37.007 (a)(1)(D)
- *** Arson – TEC Sec. 37.007 (a) (2) (B)
- *** Murder, capital murder, criminal attempt to commit murder, or capital murder TEC Sec. 37.007 (a)(2)(C)
- *** Indecency with a child TEC Sec. 37.007 (a) (2) (D)
- *** Aggravated kidnapping TEC Sec. 37.007 (a) (2) (E)
- *** Aggravated assault against a school district employee or volunteer – TEC Sec. 37.007(d)
- *** Aggravated assault against someone other than a school district employee or volunteer – TEC Sec 37.007(a) (2) (A)
- *** Sexual assault or aggravated sexual assault against a school district employee or volunteer – TEC Sec 37.007(d)
- *** Sexual assault or aggravated sexual assault against someone other than a school district employee or volunteer TEC Sec. 37.007(a)(2)(A)
- ** False alarm/false report TEC Sec. 37.006 (a) (2)
- *** Felony controlled substance violation 37.007 (a)
- *** Felony alcohol violation 37.007 (a)
- *** Aggravated robbery
- *** Manslaughter
- *** Criminally negligent homicide
- *** Commission of a felony involving the discharge of a firearm (as defined by 18 U.S.C. Sec. 921)
- Violation of student code of conduct not included under TEC Sec. 37.006 or 37.007
- Emergency placement/expulsion - TEC Sec. 37.019

Hearing officer determination (applies only to those students with disabilities)

- **TEC37.007 (b)(3) allows a school district to expel a student that engages in aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal intent to commit murder or capital murder or aggravated robbery against another student regardless to where the conduct occurs.**
- **TEC 37.007(a)(1)(A)(B-D) allows a school district to expel a student for possession of a firearm, prohibitive weapon, illegal knife or club off campus but within 300 feet of school property.**
- **TEC37.006(a)(2)(C) or (D) allows a school district to expel a student that sells, gives, or delivers to another person or possess, uses, or is under the influence of any amount of marijuana or a controlled substance or an alcoholic beverage.**
- **TEC37.303, TEC37.304 and TEC37.305 allows a school district to remove a student who is a registered sex offender under or not under court supervision**

- **The district will take action for mandatory expellable offenses *** if they take place on any school grounds in Texas or at a school sponsored or school related activity in another district in this state.**

Placement or expulsion is mandatory for those offenses indicated by two asterisks[] and expulsion to JJAEP indicated by three asterisks[***].**

Placed or expelled students to an Alternative Educational Program (AEP) are prohibited from being on school grounds or attending school-related extracurricular activities including but not limited to graduation, prom, and athletic activities during the period of placement or expulsion in the Alternative Educational Program.

f.

Category III Consequences – Placement/Expulsion

- Pending an expulsion hearing, a student may be suspended from school not to exceed three (3) days.
- Expulsion shall not extend beyond the end of the school year unless the expellable conduct occurred during the spring semester of the school year
- Notification of proper law enforcement agency where applicable
- Expulsion to JJAEP
- Expulsion to an on-campus AEP (not applicable)
- Expulsion to an off-campus AEP (High Point)
- Placement in on-campus or off-campus DAEP as a result of a conference.

H. DETERMINING THE REMOVAL TO AN ALTERNATIVE PROGRAM

1. To remove a student to an AEP the principal must find that:
 - (1) The student has engaged in serious or persistent misbehavior that threatens to impair the educational efficiency of the school;
 - (2) The misbehavior violates specific published, standards of student conduct for the district; and
2. The principal may conclude that a student should be removed to an AEP after one offense if the student, while under the district's jurisdiction, has committed one or more serious offenses, previously defined as Category II.
3. The principal, after conducting an appropriate hearing, shall make one of the following determinations and assess an appropriate penalty:
 - a. Guilty of any Category II offense or continued unacceptable behavior removal to an alternative educational program for any term up to and including the maximum permitted by law.
 - b. Guilty of the offense, not Category II - one or more discipline management techniques may be used
 - c. Not guilty

4. The school board, or the board’s designee, after a hearing may place a student in a disciplinary alternative program if the student:
 - a. has received deferred prosecution for conduct defined as a felony offense in Title 5, Penal Code.
 - b. has been found by a court or jury to have engaged in conduct defined as a felony offense in Title 5, Penal Code.
 - c. has reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5, Penal Code.
 - d. The board or the board’s designee determines that the student’s presence in the regular classroom
 - Threatens the safety of other students
 - Will be detrimental to the educational process
 - Is not in the best interest in the district’s standards

“Regardless of where or when the conduct occurred” and the decision of the board or its designee is final and may not be appealed.
5. The district will complete placement or expulsion proceeding if a student withdraws from the district before the order is entered.
6. The district will continue the expulsion or placement of a student by another district or state.
7. In determining that a student is suspended, removed to a disciplinary alternative education program, or expelled, consideration will be given to self-defense, intent or lack of intent at the time the student engaged in the conduct, a student’s disciplinary history, or a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct. HB603
8. If a teacher removes a student from class because of assault, sexual assault, or aggravated sexual assault against that teacher, the student may not be returned to that teacher’s class without the teacher’s consent. HB603

I. PROCEDURES FOR DISTRIBUTING THE STUDENT CODE OF CONDUCT AND RELATED DISCIPLINE POLICIES

1. The code and related discipline policies will be included in all student handbooks. A Student, Parent, and Teacher Acknowledgement will be included in the handbook to be signed by the student and parent verifying that they have read and understand the rules and consequences.
2. All students and parents will have access to the Student Code of Conduct at www.aldine.k12.tx.us. Written documents are available upon request at the campus.
3. Teachers and staff members will be given a copy of the Student Code of Conduct and related discipline policies. New teachers and staff members will receive copies of the code when hired by the district.
4. Subsequent Student Code of Conduct changes will be given to students, parents, teachers and staff as an addendum to the student handbook.

III. ALTERNATIVE EDUCATIONAL PROGRAMS

A. EDUCATIONAL ALTERNATIVES

A student removed to a disciplinary alternative education program during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The district may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. A student removed from the regular classroom to in school suspension or another setting, other than a disciplinary alternative education program will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. Student and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

The Aldine School District shall make reasonable efforts to provide for the continuing education of a student removed for unacceptable behavior. The programs shall consist of the following:

1. An alternative educational program located at the Administrative Annex.
2. Reassignment of classes
3. In-school suspension
4. An alternative educational program is located at the Administrative Annex for students who have been expelled or placed. High Point is an alternative program for students that have been expelled or placed but is located out of the school district.

B. DESCRIPTION OF ALTERNATIVE PROGRAMS

1. The Alternative Educational Program shall be a separate program located at the Administrative Annex complex.
 - a. The objective is to provide for the continuing education of the student.
 - b. Instruction shall be provided in English/Language Arts, Math, Social Studies, Science and Physical Education.
 - c. Placement in the alternative school (COMPASS) will be for a 45 instructional day period. However, placement could be extended based on the seriousness or frequency of the behavior or grading and testing calendars. If conduct occurs during the last six (6 weeks) of a semester, the placement may continue into the next semester with the approval of the Assistant Superintendent of Administration or Superintendent designee.
 - d. An attempt will be made to maintain a teacher/pupil ratio of 1:15.
 - e. Professional support staff shall include a principal, assistant principal, and nurse.
 - f. Transportation will be available to students who comply with transportation rules.
2. COMPASS is a program located at the Administrative Annex complex. Those students committing removable offenses are required to attend this program rather than being expelled.
 - a. The objective is to provide for the continuing education of the student.
 - b. Instruction shall be provided in English/Language Arts, Math, Social Studies, Science, Physical Education, and Vocational Education.
 - c. Long term assignment may include the entire school year.
 - d. An attempt will be made to maintain a teacher/pupil ratio of 1:15.

- e. Professional support staff shall include a coordinator, A.S.A.P. counselor, C.Y.S. worker, and nurse.
- f. Transportation will be available to students who comply with transportation rules.

High Point is a program located off of Highway 90 and Uvalde. Those students committing expulsion offenses are required to attend this program rather than being expelled.

- a. The objective is to provide for the continuing education of the student.
- b. Long term assignment may include the entire school year and shall not extend beyond 180 school days.
- c. Transportation will be limited but available to those students who comply with transportation rules.

3. Reassignment of classes

- a. The objective of reassignment of classes is to maintain an educational relation between a student and the home campus.
- b. The principal shall remove a student for unacceptable conduct from his or her assigned classroom to another classroom on the same campus.
- c. The principal shall consult with the student's counselor, receiving teacher, and parents prior to reassignment.

4. In-school suspension for students

- a. The objective of in-school suspension is to maintain an educational relationship between a student and the home campus. This placement may be for a period of time up to and including the end of the semester with a disciplinary hearing.
- b. Informal hearings will be conducted by a school administrator with parents. A follow-up letter, summarizing the conference and parent's waiver of a more formal hearing, will be sent to the parents.
- c. The student shall receive work as practicable from all classes.

C. STUDENTS WITH DISABILITIES

Each student's IEP shall indicate which of these programs can appropriately be used. If none of these options are appropriate, the IEP shall specify what disciplinary measures can be used for offenses that would normally warrant an assignment to an alternative educational program.

IV. DISCIPLINARY PROCEDURES FOR REMOVAL OF A STUDENT TO AN ALTERNATIVE EDUCATIONAL PROGRAM

A. HEARING AND NOTICE

- 1. Before a student can be removed to an alternative educational program, the principal or assistant principal shall conduct a hearing.
- 2. The student's parents or guardian shall be notified in writing of their opportunity to be present at the hearing. If the school district makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. If the decision to expel a student is made by the board's designee, the decision may be appealed to the board.

3. The notice shall include:
 - a. Date, time and place of the hearing which will be held within three (3) school days of notification unless there is mutual agreement to an alternate date
 - b. Specific charges
 - c. As may be appropriate, names of any witnesses whose testimony may be used against the student
 - d. Statement of the right to present a defense against the charges and produce oral testimony or written affidavits or witnesses

B. PROCEDURES AT THE HEARING

1. The principal or his designee will serve as the hearing officer.
2. The student shall be advised of the conduct with which he/she is charged.
3. The student shall be given the right to explain his/her version of the incident.
4. The pupil's parent, guardian or representative may participate in disciplinary hearing.
5. If the representative is not the parent or legal guardian, then the parent or legal guardian must provide a written statement delegating the right of representation to that person.
6. All hearings will be recorded.

C. INFORMAL HEARING

The secondary principal or assistant principal may remove a student to an in-school AEP, not to exceed ten (10) days, without a formal hearing as outlined above if, during a telephone conference, the parent/guardian understands and accepts the terms of the in-school suspension and waives the right to a formal hearing.

D. LENGTH OF REMOVAL

The principal or assistant principal shall determine the length of removal as set by Board Policy and notify the parent or legal guardian in writing within three (3) days after the hearing.

E. APPEAL

The decision by the principal or assistant principal to remove a student may be appealed to the Assistant Superintendent of Administration. The student will be assigned to the AEP pending the appeal. Request for a hearing to appeal a decision to remove a student to an alternative educational program shall be made in writing to the assistant superintendent of administration within seven (7) calendar days from the date of the hearing. The assistant superintendent of administration shall provide the parent written notice of the date, time, and place of the hearing within five (5) school days after the appeal request is received. The assistant superintendent of administration shall conduct a hearing no later than 15 school days from the time of written appeal notice is received. The decision of the assistant superintendent of administration may not be appealed.

V. EXPULSION

A. NOTICE PROCEDURES

1. The student and student's parent or legal guardian will be given written notice of the hearing.
2. The notice will contain the following:

- a. Specific charges and recommended consequences
- b. As may be appropriate, names of any witnesses whose testimony may be used against the student
- c. Date, time and place of the hearing which will be held within three (3) school days of notification unless there is mutual agreement to an alternate date
- d. Statement of the right to present a defense against the charges and produce oral testimony or written affidavits or witnesses

B. HEARING PROCEDURES

1. Student's parents, guardian or one authorized adult may serve as the student's representative at the hearing.
2. The superintendent or his designee shall serve as the district's hearing officer.
3. The participation of the parent, legal guardian or authorized adult under this section shall include the following:
 - a. The opportunity to testify and present witnesses
 - b. The opportunity to examine the evidence and question witnesses
 - c. The opportunity to present a defense against the charges
4. The decision will be given in writing to the parent or legal guardian not more than five (5) school days after the hearing.
5. A student may be denied the privilege of his/her campus pending an appeal, but the absences shall not be considered unexcused and the student shall be allowed to remain current on all coursework. If the appeal is denied, credit shall not be given for the work completed during the appeal.

C. APPEAL PROCEDURES

1. The decision may be appealed in writing within seven (7) calendar days from the date of the hearing to the Board of Trustees. The appeal should be addressed to:

Board of Trustees
c/o Superintendent of Schools
Aldine Independent School District
14910 Aldine Westfield Road
Houston, Texas 77032-3099
2. The superintendent, or his designee, shall provide the parent or legal guardian written notice of the date, time, and place of the hearing within five (5) school days after the appeal request is received. The Board of Trustees shall conduct a hearing no later than the next regularly scheduled meeting.
3. If a student appeals the decision of the Board of Trustees to expel, the student shall be expelled pending further appeals. No educational services shall be provided, except as determined by the ARD Committee for handicapped students.

D. NOTIFICATION OF JUVENILE AUTHORITIES

1. A copy of the order expelling the student shall be delivered to the authorized officer of the juvenile court in the county in which the student resides.
2. Placed or expelled students to an Alternative Educational Program are prohibited from being on school grounds or attending school-related extracurricular activities including but not limited to graduation, prom, and athletic activities during the period of placement or expulsion in the Alternative Educational Program.

VI. DISCIPLINE PROCEDURES - TEACHER REMOVAL OF A STUDENT FROM CLASS

A. REASONS FOR STUDENT REMOVAL

When the discipline management techniques employed by the teacher in Category I Consequences, Student Code of Conduct, are ineffective, a teacher may remove a pupil from class in order to maintain effective classroom discipline.

B. PROCEDURES FOR REMOVAL

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct adopted by Senate Bill 1.

1. A teacher may remove from class a student:
 - a. Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
 - b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
 - c. If the teacher removes a student from class under Subsection (b), the principal may place the student into another appropriate classroom, into in-school suspension, or into an alternative education program as provided by Section 37.008. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.
 - d. A teacher shall remove from class and send to the principal for placement in an alternative education program or for expulsion, as appropriate, a student who engages in conduct described under Section 37.006 or 37.007 (those Category II and III offenses marked by an asterisk). The student may not be returned to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available.

Students with disabilities cannot be removed in violation of specific IEP provisions for more than five (5) days without approval of the ARD Committee.

VII. TEMPORARY REMOVALS FOR OTHER REASONS

- A. Students may be removed from regular classes or district premises when the building administrator determines there is a compelling reason such as, but not limited to:
 1. Being highly agitated

2. Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare or the efficient operation of the school.
- B. Any student removed from school for a reason shown above who is in a condition that threatens his own welfare or the welfare of others shall be released to the parent, the parent's representative or other proper authority, including, but not limited to, law enforcement officers and medical personnel. If the student is not released to the parent, the parent will be notified prior to removal or as soon as possible after removal.
 - C. Students may be removed from regular classes or school premises pending a conference. A conference should be held within three (3) school days.
 - D. Removal of a student with a disability for any of these reasons for which students may be temporarily removed from regular classes shall be used only in emergency situations and shall not exceed three (3) school days. Consecutive three-day removals are prohibited. Removals in accordance with the student's IEP are not subject to these procedures. If a student with a disability is removed from the ARDed placement for more than ten (10) school days, which would constitute a change in placement, may not occur until after the student's ARD committee conducts a manifestation determination review.

VIII. DISCIPLINE PROCEDURE FOR IDENTIFIED STUDENTS WITH DISABILITIES

A. STUDENT WITH A DISABILITY:

For the purpose of this section, a student who is disabled is one who has been evaluated in accordance with 34 Code of Federal Regulations 300.530-300.534 and TAC 89.G.233 and determined by an Admission, Review, and Dismissal (ARD) committee as meeting the eligibility criteria for special education services.

B. PLACEMENT OF A STUDENT WITH A DISABILITY:

The placement to an alternative setting for behavior management of a student who receives special education services may be made only by a duly constituted ARD committee. The student may not be placed in an alternative education program solely for educational purposes if the student does not also meet the criteria for alternative placement in Section 37.006(a) or 37.007(a).

The ARD committee must determine if the conduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the district's failure to implement the IEP. If the conduct is not the result of the identified disability or the direct result of the district's failure to implement the IEP, then the student is subject to general education discipline procedures. If it is determined that the behavior is a result of the student's disability, then the ARD committee shall determine the appropriate action.

No student with a disability may be disciplined more severely than a non-disabled student for the same offense.

C. SUSPENSION:

The principal or other appropriate administrator may suspend a student who engages in conduct for which the student may be placed in an alternative education program. Such a suspension may not exceed three school days (Section 37.005). No ARD action is required to suspend a student for less than ten (10) school days in a year unless the suspension constitutes a change in placement.

D. REMOVAL AND/OR EXPULSION FOR CERTAIN CONDUCT:

If the ARD committee determines that the behavior is not a result of the student's disability, inappropriate IEP or placement, the student with a disability is subject to general education

discipline (Section 37.006-37.007). If the student is recommended for expulsion to JJAEP, a JJAEP representative shall be invited to the expulsion hearing.

E. ALTERNATIVE EDUCATION PROGRAMS:

A student with a disability may be placed in an alternative education program which has been deemed appropriate in the student's IEP by previous ARD committee action (Section 37.008).

ALDINE ISD CELL PHONE POLICY

Aldine ISD permits students to possess cell phone devices on campus to support student safety before and after school. Our policy requires supervision of students PK-grade 1 by adults at bus stops and for walkers. Cell phones are prohibited for students in grades PK-Grade 1.

Cell phones are prohibited at the District Alternative Education Program (Compass) and GAP Center.

1. Cell phones must be turned off and cannot be visible on campus during the school day.
2. **The campus includes** loading and unloading areas for cars and buses, in the building, or on campus grounds.
3. **The school day includes** but is not limited to, before or after school, class time, passing periods, lunch periods, after school detention or tutorials, during emergency drills, practices for extracurricular events and field trips.
4. Placing a cell phone on vibrate or texting is not considered off and is prohibited.
5. Using a cell phone to record or video tape is prohibited.
6. Students are not permitted to possess radios, MP3 players, video or audio recorders, DVD players, cameras, games or other electronic devices at school unless prior permission has been obtained by campus administration.

Violation of this policy will result in the following:

First Offense:

1. The cell phone will be confiscated and returned to a parent or guardian after a seven (7) calendar day waiting period.
2. In accordance with Texas Education Code 37.082 a \$15.00 administrative fee will be collected.

Second Offense:

1. The cell phone will be confiscated and returned to a parent or guardian after a thirty (30) calendar day waiting period.
2. In accordance with Texas Education Code 37.082 a \$15.00 administrative fee will be collected.

Third Offense:

1. The cell phone will be confiscated and returned to a parent or guardian after the end of the school year.
2. In accordance with Texas Education Code 37.082 a \$15.00 administrative fee will be collected.

If the return period ends during a school vacation or holiday the phone will be available for return the first day school is back in session.

Any violation of this policy which causes or involves a distraction or interruption of transportation, the instructional environment or leads to the violation of other district rules or policies will be subject to disciplinary action according to the Student Code of Conduct.

Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action according to the Student Code of Conduct.

If parents must contact a student during the school day they are requested to contact the school office for assistance.

Students requiring using a phone during the school day must use a school phone available for student use with appropriate permission.

Aldine ISD personnel are not responsible for any lost, stolen or damaged cell phone or electronic devices.

State testing guidelines prohibit cell phones during state testing (TAKS, TELPAS, STAAR, EOC). Any violation of this policy can result in the invalidation of the assessment and further disciplinary action according to the Student Code of Conduct.

USE OF METAL DETECTORS

In order to maintain a safe and secure environment for students and staff, administrators are authorized to conduct daily metal detector searches at our campuses and facilities. A combination of stationary and hand held devices shall be utilized.

Each campus/facility will follow a standard procedure conducted by assigned, trained staff under the supervision of campus administration.

Students will be provided notice of the Policy and Administrative Procedures concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy and Administrative Procedures will also be posted in the principal's office or another prominent place in each secondary school.

ALDINE INDEPENDENT SCHOOL DISTRICT
14910 Aldine Westfield Road, Houston, Texas 77032-3099

STUDENT, PARENT, AND TEACHER ACKNOWLEDGMENT

The CODE OF STUDENT CONDUCT has been developed to help your son or daughter gain the greatest possible benefit from his or her school experience.

The school is in need of your help and cooperation. It is important that every student understands the Code and is encouraged by his or her parents or guardians to follow the rules and regulations set forth in the Code. Please read and discuss the Code with your child.

You can access the CODE OF STUDENT CONDUCT on the district website at www.aldine.k12.tx.us. When you have done so, it is requested that you sign this form, and return it to the school.

Your signature and that of your child acknowledges an understanding of the CODE OF STUDENT CONDUCT; your signatures certify that you have read and discussed this Code with your child. This form will be kept in your child's folder. This form also certifies that you have read, and understand the Student/Parent Handbook/Discipline Management Plan, which includes the Code of Student Conduct. You may request a written copy of the Student/Parent Handbook from the campus.

_____ **I am requesting a written copy of the Student/Parent Handbook.**

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

District Representative Signature

Date

Return this form to your child's school.

ALDINE INDEPENDENT SCHOOL DISTRICT

14910 Aldine Westfield Rd. ♦ Houston, Texas 77032 -3099 ♦ 281.449.1011

EMERGENCY AND ILLNESS NOTIFICATION

Student's Name _____ Grade _____ Birth date _____ / _____ / _____
Last First MI

Parent/Guardian _____ Relation _____
_____ Relation _____

Home Address _____ Zip _____ Home Phone _____

Father's Work Phone _____ Mother's Work Phone _____

List 2 people to be called if parents are unable to be reached

Name _____ Relation _____ Phone _____
Name _____ Relation _____ Phone _____

If any of the above information changes, I am aware that I must notify the school nurse immediately.

OTHER CHILDREN LIVING HOME

Name _____ Relation _____ Age _____ School _____
Name _____ Relation _____ Age _____ School _____
Name _____ Relation _____ Age _____ School _____

IMPORTANT MEDICAL INFORMATION

List any medical problems your child has had which medical personnel need to be aware of in an emergency: (example – diabetes, asthma, seizures, heart problems, pregnancy, previous surgery) _____

Medication your child takes daily (either at home or school) _____

List medicine/food allergies _____

Any severe allergies to insect bites Yes No if yes, what treatment was given _____

Family physician and phone number _____

Name Phone Number

What type of medical insurance do you have for this child?

CHIP Medicaid Harris County Hospital District Gold Card Private insurance None

EMERGENCY MEDICAL TREATMENT FORM

In the event of a medical emergency at school, the school will first try to contact the child's parents. If the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

I hereby authorize the staff member(s) at school to consent to emergency medical treatment for my child named above.

I understand in granting this authorization that:

- My child will be taken to the nearest available hospital or clinic so that emergency medical treatment can be obtained.
- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.

Signature of Parent/Guardian _____ Home/Work Phone (include area code) _____ Date _____

RETURN TO SCHOOL NURSE