



ALLEN I.S.D.

STUDENT HANDBOOK

2010-11

Allen Independent School District 2010-2011 Directory

Anderson Elementary School	305 N. Alder Dr., Allen, TX 75002	972-396-6924
Bolin Elementary School	5705 Cheyenne Dr., Allen, TX 75002	214-495-6750
Boon Elementary School	1050 Comanche Dr., Allen, TX 75013	972-747-3331
Boyd Elementary School	800 Jupiter Rd., Allen, TX 75002	972-727-0560
Chandler Elementary School	1000 Water Oak Dr., Allen, TX 75002	469-467-1400
Cheatham Elementary School	1501 Hopewell Dr., Allen, TX 75013	972-396-3016
Evans Elementary School	1225 Walnut Springs Dr., Allen, TX 75013	972-747-3373
Green Elementary School	1315 Comanche Dr., Allen, TX 75013	972-727-0370
Kerr Elementary School	1325 Glendover, Allen, TX 75013	214-495-6765
Marion Elementary School	1595 Stablerun Dr., Allen, TX 75002	214-495-6784
Norton Elementary School	1120 Newport Dr., Allen, TX 75013	972-396-6918
Olson Elementary School	1751 E. Exchange Blvd., Allen, TX 75002	972-562-1800
Reed Elementary School	1200 Rivercrest Blvd., Allen, TX 75002	972-727-0580
Rountree Elementary School	800 E. Main St., Allen, TX 75002	972-727-0550
Story Elementary School	1550 Edelweiss Dr., Allen, TX 75002	972-727-0570
Vaughan Elementary School	820 Cottonwood Dr., Allen, TX 75002	972-727-0470
Curtis Middle School	1530 Rivercrest Blvd., Allen, TX 75002	972-727-0340
Ereckson Middle School	450 Tatum Dr., Allen, TX 75013	972-747-3308
Ford Middle School	630 Park Place, Allen, TX 75002	972-727-0590
Lowery Freshman Center	601 E. Main St., Allen, TX 75002	972-396-6975
Allen High School	300 Rivercrest Blvd., Allen, TX 75002	972-727-0400
Dillard Special Achievement Center	610 E. Bethany Rd., Allen, TX 75002	972-727-7163

School Hours

Elementary Campuses
7:55 AM-2:55 PM

Middle School Campuses
8:30 AM-3:30 PM

High School Campuses
8:15 AM-3:35 PM

Supervision begins at
7:30 AM for
all elementary campuses

AISD DEPARTMENT PHONE NUMBERS

Allen ISD Main Receptionist	972-727-0511	Human Resources	972-727-0533
Accounting Office	972-727-0523	Kids Club After School Program	972-727-0503
Advanced Academics (G/T,AP, IB)	972-727-0482	Learn 'N Playday Preschool	469-467-1412
Allen HS Athletics	972-727-0437	Maintenance	972-727-0363
Board of Trustees	972-727-0513	Public Information	972-727-0510
Community Education	972-727-0503	Purchasing Office	972-727-7114
Curriculum & Instruction	972-727-0482	Service Center/Warehouse	972-727-0540
Early Childhood	972-727-0310	Special Education Services	972-727-0490
Employee Benefits	972-727-7196	Student Services and Security	972-727-7115
Facility Scheduling	972-727-0365	Student Nutrition	972-727-0544
Facilities Operation	972-727-0363	Subfinder Operator-Substitute Teaching	972-727-7184
Finance & Operations	972-747-3358	Superintendent of Schools	972-727-0513
Foundation for Allen Schools	972-727-0362	Technology	972-727-0484
Head Start	972-727-0559	Transportation	972-727-0542

BAD WEATHER

If bad weather forces the delay in opening or closing of schools, the decision will be made and reported to all major radio and television stations, posted on AISD cable access Channel 98 and the school District's web site at www.allenisd.org, and an email will be sent to all Fast Track email service subscribers. Under most circumstances, decisions are made prior to 6 a.m.

POWER OUTAGE

If a campus or multiple campuses are experiencing a power/electricity outage at 6 a.m., schools will have a delayed opening of 10 a.m. If power has not been restored by 9:30, campuses will remain closed the remainder of the day. In addition to notification of television and radio stations stated above, School Messenger phone notification will be sent to affected families and Fast Track emails will be sent to all subscribers. Signs will be posted in front of each affected campus in case homes are without electricity as well.

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PREFACE

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

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

Section I – PARENTAL RIGHTS AND RESPONSIBILITIES –information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

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

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

Both students and parents should become familiar with the Allen Independent School District *Student Code of Conduct* which is a document adopted by the Board and intended to promote school safety and an atmosphere for learning. That document is posted at www.allenisd.org or available in the principal’s office.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact your child’s teacher, your child’s counselor, or one of the building administrators.

Also, please complete and return to your child’s campus the acknowledgement packet that is sent home the first day of school. Three areas to sign are:

1. Parental Acknowledgement of the Student Handbook and Student Code of Conduct
 2. Student Directory Acknowledgement
 3. Release of Information to Military Recruiters and Institutions of Higher Education Acknowledgement for Secondary Students only
- Please note that the references to policy codes are included so that parents can refer to current board policy. A copy of the District’s policy manual is available for review in the school office or online at www.allenisd.org under visitors tab, then Board of Trustees link.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

NOTICES TO PARENTS

This section of the Allen ISD Student Handbook includes several notices that the District is required to provide to you, as well as other information on topics of particular interest to you as a parent.

Notice of Nondiscrimination

In its effort to promote nondiscrimination, Allen ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Kent Turner, Executive Director of Human Resources, at 972-727-0533.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Patti Frair, Executive Director of Special Services, at 972-727-0490.
- All other concerns regarding discrimination: Contact the superintendent's office at 972-727-0513.

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Facilities Office. If you have any questions, you may contact the Director of Facilities at 972-727-0363.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. 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's school assignment area may contact the Director of Facilities at 972-727-0363.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference

PARENTAL RIGHTS

with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.

- Becoming a school volunteer. [For further information, see policies at GKG and contact your school office].
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees or assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact your school office.
- Serving on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and **School Health Advisory Council**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine classroom tests that have been administered to your child. Please contact your student’s teacher or administrator to schedule a time to view any materials or tests.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety.

- When it relates to classroom instruction or a co-curricular or extracurricular activity.
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the District's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes. Allen ISD only addresses this through Allen High School health curriculum.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate, 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.

Removing a Student from Human Sexuality Instruction

As a part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved in an advisory capacity to the Board of Trustees with the selection of course materials for such instruction [EHAA(Legal)].

State law requires that any instruction related to human sexuality, sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with the adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the District's curriculum regarding human sexuality instruction:

The curriculum is based on the Texas Essential Knowledge and Skills (TEKS) included in the health curriculum [EHAA(Legal)].

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance** and **A Minute of Silence** and policy EC (Legal).]

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

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO (Legal) and the *Student Code of Conduct*.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the Board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Director of Student Services and Elementary Operations for information. [See policy FDB.] [See **Bullying** and policy FFI (Local).]
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. **There are no campuses in Allen ISD that have been identified by TEA as persistently dangerous.** [See policy FDD (Local).]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (Legal) and (Local).]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (Legal).]

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact Executive Director of Special Services at 972-727-0490.

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. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts 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 the 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 his or her rights if the parent disagrees 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 your campus administrator or the Executive Director of Special Services at 972-727-0490.

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

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Services for Title I Participants

The Parent Involvement Coordinator who works with parents of students participating in Title I programs is Bobbi Taylor and may be contacted at 972-727-0511.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the District must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of post-secondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that as soon as a student becomes 18, is emancipated by a court, or enrolls in a post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the District has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of post-secondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The District may charge ten cents per page, payable in advance, per copy for records exceeding 50 pages. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the

information in the record is inaccurate. If the District denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (Local). A grade issued by a classroom teacher can be changed only if, as determined by the Board of trustees, the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. [See **Finality of Grades at FNG (Legal), Report Cards/Progress Reports and Conferences** and **Complaints and Concerns** for an overview of the process.]

The District's policy regarding student records found at FL (Local) is available from the principal's or superintendent's office or on the District's website.

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in the forms packet.]

Directory Information for School-Sponsored Purposes

The District has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs.

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

The District is required by federal law to 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. A form has been attached for you to complete if you do not want the District to provide this information to military recruiters or institutions of higher education.

Bacterial Meningitis

State law specifically requires the District to provide the following information:

- What is meningitis?

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

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

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

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

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

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.
- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.
- Where can you get more information?

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

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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

ACADEMIC PROGRAMS

The secondary school counselor provides students and parents with information regarding course choices, academic programs to prepare for higher education and career choices.

ADMISSION REQUIREMENTS

Students enrolling must reside in Allen ISD attendance zones and be living with a parent or legal guardian. All students 18 years and older are expected to comply with the same regulations, rules, or policies as stated for other students at school. The following documents should be brought at time of enrollment:

1. Two proofs of residency (for example, a contract on a home or a lease agreement, utility deposit or bill)
2. Student's social security card
3. Provide an up to date immunization record
4. Birth certificate or hospital record
5. Most recent report card and/or withdrawal form with grades, from previous school

Schools should be updated immediately with change of mailing address, residence, emails, or phone numbers for home and parent's work in case of an emergency.

ATTENDANCE / ABSENCES

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

A student in grades 3-8 will be required to attend an assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credits, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law (TEC 25.085) requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has

more than five unexcused absences in a semester the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- The student is a Medicaid-eligible child participating in Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) implemented by the Texas Department of Human Services with contractual cooperation of the Texas Department of Health. Such students may be excused for up to one day at a time without loss of ADA (Average Daily Attendance).
- The student misses school for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent/guardian or person having custody or control submits a written request for the absence to the administrator. Excused days for travel should be limited to no more than one day for travel to and one day for travel from the site where the student will observe the religious holy days.
- The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. 19 TAC 129.21 (k), TEC 25.087 (b).
- The student is to appear at a governmental office to complete paperwork related to student's application for U.S. citizenship or taking part in a U.S. naturalization oath ceremony.
- The student is in treatment services for autism spectrum disorder for a temporary absence resulting from treatment by a health care professional if the student commences classes or returns to school on the same day of the appointment.
- A junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.
- The student may serve as an election clerk under certain conditions specified in state law.

A student not actually on campus at the time attendance is taken may be considered in attendance if one of the following conditions is met and documentation is provided:

- The student is participating in an activity which is approved by the local school board and is under the direction of a professional staff member.
- The student is participating in mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC 74.13(a)(3).

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by

the state); or from required tutorials or after hours school will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

Texas law requires a district to file a complaint against the student and parent if the student is absent from school ten or more days or parts of days within a six-month period in the same school year.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See policy FEA (Legal).]

Attendance for Credit

State law (TEC 25.092) also states that to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above as Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- The student or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the

- superintendent in accordance with policy FNG (Local).
- The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

School Hours

Supervision begins at 7:30 AM for all elementary campuses.

Elementary Campuses 7:55 AM – 2:55 PM

Middle School Campuses 8:30 AM– 3:30 PM

High School Campuses 8:15 AM– 3:35 PM

Tardiness

A student who is not in class at the designated start time is tardy (partial day absence) and is subject to disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

Partial day absences may be due to late arrival to school or early departure from school/class. If the problem continues and the number of partial day absences is a violation of the compulsory attendance law, the campus may file a truancy referral.

It is a violation of compulsory attendance when a child has unexcused voluntary absences on:

- 10 or more days or parts of days within a 6 month period; or
- 3 or more days or parts of days within a 4 week period.

Absences

Excused absences are usually the result of 1) personal sickness, 2) family emergency, such as a severe illness or death in the student's immediate family, 3) religious Holy Day, 4) documented juvenile court proceeding, 5) Board-approved extracurricular activity, 6) two approved college visitations for AHS seniors only, 7) absence required by state or local welfare authorities, and 8) weather or road conditions making travel dangerous.

A student not actually on campus at the time attendance is taken may be considered in attendance if one of the following conditions is met and documentation is provided:

- The student is participating in an activity which is approved by the local school board and is under the direction of a professional staff member.
- The student is participating in a mentorship approved by district personnel to serve as one or more of the advanced measures needed to complete the Distinguished Achievement Program outlined in 19 TAC 74.13(a)(3).
- The student is a Medicaid-eligible child participating in Early and Periodic Screening, Diagnosis, and Treatment Programs (EPSDT) implemented by the Texas Department of Human Services with contractual cooperation of the Texas Department of Health. Such students may be excused for up to one day at a time without loss of ADA (Average Daily Attendance).
- The student misses school for the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent/guardian or person having custody or control submits a written request for the absence to the administrator. Excused days for travel should be limited to no more than one day for travel to and one day for travel from the site where the student will observe the religious holy days.

- The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional. 19 TAC 129.21 (k), TEC 25.087 (b).
- The student is to appear at a governmental office to complete paperwork related to student's application for U.S. citizenship or taking part in a U.S. naturalization oath ceremony.
- The student is in treatment services for autism spectrum disorder for a temporary absence resulting from treatment by a health care professional if the student commences classes or returns to school on the same day of the appointment.

Parent's Note After An Absence

On the day a student is absent, his/her guardian should call the attendance clerk in the campus/house office. When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence and the date(s) of the absence. After 5 school days, the absence will be considered unexcused if a note has not been received by the school office. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Faxed notes may be accepted if they contain all required information including the parent/guardian signature. Emails will not be accepted.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

Extended Absences & Homebound Services

Any student with a physician's verification stating an inability to attend school for four or more consecutive weeks may qualify for homebound instruction. The student or parent should contact the principal's office as soon as such a condition is diagnosed in order to allow time to determine a student's academic assignment.

Parent Notification of Attendance Issues

Parent notifications for absences are as follows:

- The first notice of the Compulsory Attendance Laws is included in this handbook (see **Compulsory Attendance**).
- Compulsory attendance warning notices are given or mailed to parents or guardians concerning unexcused, excessive or partial day absences. These notices are given or mailed to parents/guardians prior to the filing of charges on the parent/guardian and/or child for failure to comply with the laws governing compulsory attendance.
- Separate letters will be mailed to parents/guardians concerning the 90% Rule. AHS (grades 9-12) sends letters after the student's 3rd, 5th, and 6th absence in a particular class. This is based upon the high school's block schedule. Elementary and middle schools send letters after the child's 5th, 10th, and 17th absence.
- Students who are in danger of losing credit for a course due to absences will have their attendance record reviewed by the Campus Attendance Committee.
- Once the Campus Attendance Committee meets, a letter notifying the parents of the attendance committee's decision is mailed to the parent/guardian.

Driver's License Attendance Verification

To obtain a driver's license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus/house office.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent that it creates an intimidating, threatening or abusive educational environment. The Board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI (Local).]

CAFETERIA SERVICES

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Applications may be obtained on each campus or from the District Student Nutrition Office.

Information about the Student Nutrition Department can be found on the Allen ISD website, www.allenisd.org. [For more information, see policy CO (Legal).]

Account Information

All schools are equipped with a full-service cafeteria with additional items available on an ala carte basis. Breakfast is provided at all elementary and middle school campuses. The cafeteria manager accepts pre-payments to students' accounts each morning before classes begin. On-line pre-payments are accepted by registering on the website at www.paypams.com. Elementary and middle school students receive one free lunch with each deposit of \$50.00 to the student's account. Students may bring lunch from home. Students are allowed to charge one plate lunch.

Elementary students access their account by entering a personal identification number (PIN) into a keypad at the cashier's station to deduct from the account balance.

Middle School, LFC and AHS students access their account by swiping the bar code on their ID badge. The ID picture appears on the cashier's screen for positive identification and purchases are deducted from the account balance. For security purposes, students must have an ID badge to make a purchase and students are not allowed to use another student's ID badge to make a purchase. Students without an ID badge may obtain a temporary meal ticket to purchase one lunch. Students are allowed three (3) temporary meal tickets per school year.

At Allen High School, students have a variety of choices for lunch. Pre-payments to student lunch accounts may be made at one of the several deposit containers in the school. During lunch, cash is accepted at (6) six locations: Mamma's Kitchen, Soup/Salad Bar, Snack Bar, Pastry Shop, Chicken Zone and the Corner Cafe. All remaining stations operate cashless.

Meal Prices

Breakfast meals at all elementary and middle school campuses are \$1.15. Elementary and middle school plate lunches are \$2.00, LFC plate lunch is \$2.40 and AHS plate lunch is \$2.65. Adult breakfasts at all elementary and middle school campuses are \$1.40 and adult plate lunches at all campuses are \$2.65. Reduced Price Breakfast \$0.30, Reduced Price lunch \$0.40. Applications must be submitted and approved each school year for free or reduced price meals.

**CAREER AND
TECHNICAL
EDUCATION (CTE)
PROGRAMS**

CHILD CARE

**CHILD SEXUAL
ABUSE**

Behavior Expectations

Students are expected to exhibit courteous and appropriate behavior in the cafeteria and follow directions from any adult staff member present. Loitering in the hallways at any campus during lunch time is not permitted. Students should have a hall pass/note from a teacher to be able to gain permission to go to any other area on campus. All campuses are closed campuses, and students are not permitted to leave campus during lunch.

Visitors During Lunch

Visitors during lunch periods are limited to the student's parent/guardian/adult relative. Children and other guests must be accompanied by the student's parent/guardian. Visitors must sign in at the main office before going into the cafeteria for lunch with their child. On elementary and middle school campuses, there are designated family tables where parents will eat lunch with their child. Parents may not bring food for any other student except their child.

The District offers Career and Technical Education (CTE) programs in thirteen (13) of the career clusters of *AchieveTexas*. Admission to these programs is based on student interest and student selection at the introductory level (grades 9 and 10). In grades 11 and 12, admission to the comprehensive programs is determined by an admission rubric. Allen ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

Allen ISD offers a tuition based after-school child care program (Kids Club) at all elementary school buildings for students in grades K-6. The program operates each school day from 2:55 PM to 6:30 PM. For more information please contact the Community Services Office at 972-727-0503.

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

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

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

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

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>
<http://sapn.nonprofitoffice.com/>
<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CLASS RANK/ TOP TEN PERCENT/ HIGHEST RANKING STUDENT

A student's class rank is determined by the numeric position of the student's grade point average in comparison to his/her classmates. Contact the Allen High School for further information.

For two school years following his or her graduation, a student who graduates in the top ten percent of his or her class is eligible for automatic admission into a four-year public university or college in Texas if the student:

- Completes The Recommended or The Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines.

[For further information, see policy EIC.]

COLLEGE CREDIT COURSES

Students in grades 11 and 12 may earn college credit from Collin College. Contact information: Pam Hill, AHS College and Career Center at 972-727-0400, Ext. 2155

COMPLAINTS AND CONCERNS

Usually student or parent concerns can be addressed simply and informally by a phone call or conference with the appropriate teacher first. If there are still concerns, the parent or student should speak to an administrator to see if assistance or a better understanding of the situation can be reached.

If the teacher's decision is not satisfactory and the parent/student wishes to proceed in a more formal manner, the student or parent may request, within 10 calendar days of learning about the event or problem, a conference with the student's assistant/house principal. If the assistant/house principal's decision is not satisfactory, the student or parent may request, within 10 calendar days of that decision, a conference with the principal. If the parent does not agree with the principal's decision, the student or parent may request, within 10 calendar days of that decision, a conference with the superintendent or designee. If the superintendent or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees in accordance with policy FNG (Local).

For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy [see policy FNG (Local)]. A copy of this policy may be obtained in the principal's or superintendent's office or at www.allenisd.org.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the District has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. The student and parent/guardian must sign and return the District's Acceptable Use Form before a student may use district technology.

Students and parents should carefully review Allen ISD's Acceptable Use Guidelines for Technology (see Appendix 1 in the *Student Handbook*) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary

CONDUCT

action. You and your child’s signatures on the Acknowledgement Form in the separate packet for signatures will indicate acknowledgment and understanding of the standards. Students and their parents should be aware that email, using district computers, are not private and will be monitored by district staff.

By deploying a filtering system, AISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places AISD in compliance with CIPA (Children’s Internet Protection Act). [For additional information, see policy CQ.]

Applicability of School Rules

As required by law, the Board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The District has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 300 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the District.

Electronic Devices

For safety purposes, the District permits students to possess electronic devices, including mobile telephones, under the following parameters.

Elementary PK-6	Electronic devices must be turned off until 2:55 pm, unless being used for instructional purposes.
Middle School 7-8	Electronic devices must be turned off until 3:30 pm, unless being used for instructional purposes.
High School 9-12	Electronic devices and accessories may be used for instructional purposes. During non-instructional time, electronic devices and accessories may be used within designated areas following campus guidelines.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. ***The use of mobile telephones in locker rooms or restroom areas at any time while at school is strictly prohibited.***

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The District will not be responsible for any damaged, lost, or stolen electronic device.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be required to check out when leaving before the end of the event. Anyone leaving before the official end of the event will not be readmitted.

CORRESPONDENCE COURSES

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. Students may earn a maximum of two state-required credits through correspondence courses. Students may be enrolled in only one correspondence course at a time. Prior to enrollment in correspondence courses, students shall make written request to the house principal and counselor for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. Credit toward state graduation requirements may be granted for correspondence courses only under the following conditions:

- The institution offering the course is The University of Texas, Texas Tech University, or another public institution of higher education approved by the Commissioner of Education.
- The correspondence course includes the state-required essential knowledge and skills for such a course. 19 TAC 74.23 [For further information, see policy EEJC.]

COUNSELING

The guidance and counseling programs assist individual students in understanding and using the educational, vocational, and personal opportunities they have and can develop. These programs are designed and developed to offer systemic assistance to aid all students in achieving satisfactory adjustment to school and to life.

To the extent possible under legal and ethical guidelines, the privacy rights of students and their families are protected by our counselors. Counseling services are provided through individual counseling, support group counseling, and classroom guidance activities. The services of the counselor are available to any student unless specifically prohibited by written request from the parent or guardian. Parents or guardians may preview all counseling curriculum and materials by making an appointment with their school counselor.

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

**CREDIT BY
EXAMINATION/
EXAMINATION FOR
ACCELERATION**

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social/family/emotional/behavioral issues, or substance abuse as they relate or interfere with school performance. The counselor may also make available information about community resources to address these concerns.

Psychological Exams, Tests, or Treatment

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

[For more information, refer to policies EHBAA(LEGAL), FFE (Legal) and FFG (Exhibit).]

Exam for Acceleration – Elementary/Middle School

Advancement to a higher grade is dependent upon achievement of a score of 90 in all of the four core subjects (Reading, Math, Social Studies and Science) on Examination of Acceleration without prior instruction. The District shall provide at least three days between January 1 and June 30, and three days between July 1 and December 31 annually when examinations of acceleration shall be administered.

If a Student Has Taken the Course – High School

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The house principal and counselor will determine if the student may take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA.]

If a Student Has Not Taken the Course – High School

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. A student will earn credit with a passing score of at least 90 on the exam. The District shall provide at least three days between January 1 and June 30, and three days between July 1 and December 31, annually, when examinations of acceleration shall be administered.

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

The District may honor a request by a parent to administer a test on a date other than the published dates. If the District agrees to administer a test other than on the dates chosen by the District, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see policy EEJB (Local).]

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

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

Dating Violence

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

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the superintendent's office or at www.allenisd.org.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Students shall not engage in unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or district employee, particularly when such conduct has the purpose or effect of interfering with an individual's work or school performance or which creates an intimidating, demeaning, hostile, or offensive school environment. Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student. Retaliation does not include petty slights and annoyances from other students.

Reporting Procedures

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

Investigation of Report

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

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

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

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

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper, newsletter, and the yearbook are available to students for purchase. All school publications are under the supervision of a teacher, sponsor, and principal.

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

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

The principal will designate a location for approved nonschool materials to be placed for voluntary viewing by students. [See policy FNAA.] Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Information Office for prior review. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (Local) or a noncurriculum-related student group meeting held in accordance with FNAB (Local).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.
- All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Purpose:

This dress code is intended to: (1) teach students grooming and hygiene; (2) create and maintain a respectful and positive learning environment; (3) prevent the disruption, interference with, or detraction from the educational environment and school activities; and (4) minimize health and safety hazards.

Any questions about the dress code or whether or not specific items of clothing are permitted should be addressed to the campus administrator. Students and parents share responsibility for complying with the district's dress code and should be aware of dress code provisions.

Dillard Dress Code:

A uniform code of dress will be required at the Pat Dillard Special Achievement Center (DAEP/AEP)

Enforcement:

Teachers and administrators have the authority to enforce the dress code.

Note: This dress code provides guidance regarding common situations but cannot cover every style of dress and specific situations that may arise. The District reserves the right to prohibit any clothing or grooming style that the administration determines to be reasonably expected to pose a health or safety hazard or to cause disruption of, distraction from, or interference with general school operations. In addition, certain courses and extracurricular programs may have additional requirements or guidelines for students participating in those programs.

Violations:

If a student fails to comply with the dress code, the campus administrator will request that the student make the appropriate corrections. This may include changing into clothing provided by the school. If the student refuses to make the appropriate corrections, the student's parent/guardian will be contacted for assistance in making the necessary corrections. If both the student and parent/guardian refuse, the student will be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated violations of the dress code will result in more serious disciplinary action. In all cases, appropriate disciplinary action will be administered in compliance with the Student Code of Conduct.

General Clothing Guidelines

- Garments must allow for participation in all regular school activities while maintaining dignity and modesty.
- Articles of clothing with pictures, emblems, symbols, slogans, or writings that are lewd, offensive, vulgar, obscene, contain sexual innuendoes, or cause disruption to the educational process are prohibited.
- Articles of clothing that advertise or depict tobacco products, alcoholic beverages, drugs, controlled substances, or other outlawed items are prohibited.
- See-through attire is unacceptable unless an article of clothing is worn underneath the garment that complies with the dress code.
- At no time should undergarments, including bra straps, be visible.
- Thermal clothing intended as undergarments must be covered by other clothes.
- Tight clothing that fits closely to the body is prohibited.
- Torn, slit or ripped clothing in an inappropriate area is prohibited.
- Students may not wear boxers, pajamas, or other sleepwear as outerwear.
- All articles of clothing must be worn as it is designed to be worn (i.e. not backwards or inside out).

Shirts and Dress Tops

- Shirts must be worn at all times while in the classroom, on school grounds, or at school-related or school-sponsored events.
- Undergarments should not be visible.
- Tube tops, halters, midriffs, fishnet tops, spaghetti straps, spandex/leotard tops, or tank tops are prohibited.
- Shirts must be long enough to cover the midriff, even when arms are raised over the student's head.
- Spandex tops and leotards are prohibited.

Pants, Shorts, Capris, Skirts, Skorts, or Dresses

- Shorts, skirts, skorts, or dresses must reach mid-thigh or longer. The same standard applies to slits or slashes in skirts or dresses.
- All must fit over the hips at the waist.
- Undergarments should not be visible.
- Pants must be naturally fitting at the waist and at the crotch.
- No tight or form fitting pants, stretch pants, or leggings may be worn unless worn under a skirt, dress, or skort that complies with the dress code.
- Spandex material, biker shorts, and cutoffs are prohibited.

Footwear

- For reasons of health and safety, shoes must be worn at all times.
- The following footwear is prohibited due to health or safety concerns:
 - House shoes
 - Roller shoes
 - Steel toe shoes/boots
- Certain classes may require students to wear certain types of footwear. For example, athletic shoes may be required for physical education classes and closed toe shoes may be required for chemistry.

Hair

- Student's hair, including facial hair, must be clean, groomed, and by the nature of the style does not tend to create a distraction.
- Inappropriate insignia and/or designs are not allowed in weaves, braids, dye patterns, shaved or plucked into the hair.
- Hair color that is disruptive or distracting to the school environment is prohibited (i.e. colors other than natural hair colors). Hair must be either a natural color or naturally tinted or colored in a blended and balanced manner.
- Wigs may not be worn unless there is a medical exception.
- Hair must be kept out of the eyes and must not be a distraction.

Head Wear

- Hats, caps, sweatbands, bandanas, hoods, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions.
- Hair curlers or hair rollers are prohibited.
- Students may not wear hair picks, combs, or brushes in their hair.

Jewelry and Accessories

- Earrings are limited to the ears for all students. Earrings include clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear.
- Boys in grades K-6 may not wear earrings of any kind.
- Facial piercing of any kind is prohibited.
- Studded and spiked jewelry (i.e. dog collars) is prohibited.
- Chokers are prohibited.
- Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited (i.e. necklaces made out

**EXTRA-
CURRICULAR
ACTIVITIES, CLUBS
AND
ORGANIZATIONS**

- of safety pins and chain links).
- Pocket or wallet chains are prohibited due to safety concerns.
- Mouth grills or mouth pieces that are worn over a student’s teeth that serve only a decorative purpose are prohibited.
- All inappropriate tattoos must be covered at all times while in the classroom, on school grounds, or at school-related activities or school-sponsored events.
- All personalized ink marker drawings are prohibited.
- Males are prohibited from wearing make-up or fingernail polish.
- Sunglasses or other eyewear that is not for a medical reason is prohibited from being worn inside school buildings.

Participation in school sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.] The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks. Credit by examination, correspondence courses, and NovaNet instruction shall not be used to gain eligibility for participation in extracurricular activities.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse while suspended but they may not participate or sit with the student group during the performances or games.
- There is a seven day grace period that keeps the student eligible until the close of school one-week after the grades are released. At that time, the student must be ineligible for three full weeks.
- A grade of “I” still renders the student ineligible unless the “I” is cleared before the end of the seven-day grace period. Students regain eligibility when it is determined that they are passing all classes at the end of the next three weeks.
- A student is allowed up to 10 absences per school year not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions. Playoff games are not subject to this rule.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior [See policy FM (Local) and FO (Local).]

FEES

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

- Costs for materials for a class project that the student will keep.
- Fees for field trips and outdoor education experiences.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and replacement student identification cards.
- Fees for lost/damaged textbooks or lost/damaged/overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit which requires the use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus administrator [See policy FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the building principal. [See policies FJ and GE.]

GANG-FREE ZONES

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

GOVERNMENT AUTHORITIES

Questioning of Students/Students Taken Into Custody

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The administrator 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 administrator ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the administrator considers to be a valid objection.
- The administrator ordinarily will be present unless the interviewer raises what the administrator considers to be a valid objection.

**GRADE
CLASSIFICATION**

GRADUATION

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

Before a student is released to a law enforcement officer or other legally authorized person, the administrator 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 administrator will immediately notify the superintendent’s designee and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the administrator considers to be a valid objection to notifying the parents. Because the administrator does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The District is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. [See policy FL(Legal) and GRA(Legal).]

After the ninth grade, students are classified according to the number of credits earned toward graduation. Classification remains the same throughout the school year unless corrections are necessary due to errors or credits accrued result in change in classification. The principal must approve all changes in grade classification.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Pass a statewide exit-level exam.

Graduation Programs

The District offers the graduation programs listed below. All students entering grade 9 are required to enroll in The Recommended High School Program or The Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF (Legal).] See AHS Academic Planner for further information on required credits for graduation.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP). A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH (Legal).]

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to give these remarks: student council officers, class officers of the graduating class, or the top ten graduating students. If any one of these students was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony. [See policy FNA (Local).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

State Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or

Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements. Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ (Legal).]

HARASSMENT

[See Dating Violence, Discrimination, Harassment, and Retaliation.]

HEALTH RELATED MATTERS

Allergic Conditions

Parents will notify and meet with the school nurse regarding any allergic condition that may affect their student's welfare in the school setting. Notification must be done as soon as school begins or the student is enrolled. Parents will be asked to complete an Allergy Action Plan for life threatening allergies.

Contagious Diseases/Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. A pupil who has had a contagious disease may be asked to present a health certificate from a certified physician upon returning to school. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases. [See policy FFAD.]

A student is excluded from school if illness is evidenced by a temperature elevation of 100° F or above. A temperature must remain within normal range for 24 hours, without analgesic medication, before the student returns to school. A student with a fever (100° F or above) is not only communicable to others but runs the risk of developing a secondary infection by attending school.

A student with the symptoms of vomiting and/or diarrhea is excluded from school until the condition subsides. Should fever develop, attendance will follow the above guidelines.

Diabetes Management

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at school related activities. Parents should see the school nurse and principal for additional information. [See policy FFAF (Legal).]

Pediculosis – Head Lice

The school nurse will verify reports of head lice in the classroom setting. When a student is suspected of having head lice, he or she will be checked in a manner that maintains individual confidentiality. If the school nurse determines, by examination, that a student does have head lice, the parent is notified that their child will need to be picked up from school and treated. Any and all siblings enrolled on that student's campus will also be checked. If siblings appear to be clear they may return to class. Printed instructions will be given to the parent and reviewed by the nurse.

A student may return to school when the treatment is complete, which includes removal of live lice and nits. The student must check

with the nurse before going to class. If live lice or signs of infection are still observed, the student may not return to class. If signs of infestation continue or re-occur, the school nurse will review the treatment regimen including treatment procedures, proper nit removal, and delousing of the household.

Campus –wide mass screenings of students are not routinely conducted. However, classroom or grade-level specific screening may occur if warranted. Any student with a concern should see the nurse and/or have a parent do a thorough check of the student’s hair. Letters are not sent home whenever a case of lice is found. Standardized lice education information will be released in elementary school newsletters in August, November, January, and March. Lice alerts will be sent in the elementary school newsletter if more than 3 students in one grade level are found to have a louse. Information may also be viewed and downloaded on the Allen ISD website: www.allenisd.org, and the Texas Department of State Health Services website: www.dshs.state.tx.us/schoolhealth/lice

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, and FFA, the District will ensure that students in kindergarten through grade 6 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in grades seven and eight shall engage in 30 minutes of moderate or vigorous physical activity per day or 135 minutes per week for at least two semesters. For additional information on the District’s requirements and programs regarding elementary and middle school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the District’s School Health Advisory Council held 3 meetings. Additional information regarding the District’s School Health Advisory Council is available from the Assistant Superintendent for District Improvement and Accountability. [See policies BDF (Legal) and EHAA (Legal)].

OTHER HEALTH – RELATED MATTERS

Physical Fitness Assessment

As mandated by the state, the District will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to campus administrator to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

Vending Machines

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines you may contact the Director of Student Nutrition. [See policies CO and FFA.]

Tobacco Prohibited

All AISD property is smoke-free. This rule applies to any adult or child on AISD premises. The District and its staff strictly enforce prohibitions against the use of tobacco, alcohol and/or drug products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies FNCD and GKA.]

HOMELESS STUDENTS

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

For more information on services for homeless students, contact the District Homeless Liaison, (Assistant Superintendent of Compliance and Accountability) at 972-747-3300.

HOMEWORK

Homework is any teacher assigned task intended for students to perform outside of school hours with the purpose being practice to ensure reinforcement of already learned objectives. Independent reading time could be factored in homework time allotted as appropriate to student age and course content.

Parameters in Homework

The following parameters are established as general guidelines (rather than as limits or requirements) in terms of time spent by students nightly. Naturally, some students may require more or less time to complete assignments.

For Elementary Students

- Kdg. & 1st grade – average 10 minutes nightly
- 2nd grade – average 20 minutes collectively
- 3rd grade – average 30 minutes collectively
- 4th grade – average 40 minutes collectively
- 5th grade – average 50 minutes collectively
- 6th grade – average 60 minutes collectively

For Secondary Students

- Homework assignments should collectively average 1-2 hours per night.
- Pre-AP & Pre-IB courses are offered to prepare students for AP and IB. AP and IB courses are designed to introduce high school students to college-level. Therefore, these courses may require a higher level of study and work outside of the school day than regular core courses.

IDENTIFICATION CARDS

In order to provide a safe and orderly environment for all AISD students in grades 7-12, I.D. badges will be provided, without charge, upon enrollment. ID cards are used to purchase lunch, to issue textbooks, to check out library books, and are one of the requirements to purchase a parking permit at the high school. A replacement I.D. will be provided at a nominal fee. Students in grades 7-12 must have their I.D. and furnish it to all district employees and any law enforcement officer upon request while on school property and at any school activity. Students will not deface or alter the appearance of the I.D. card. Students who deface their ID will be charged for a new ID.

IMMUNIZATION

All enrolled students must meet the entire immunization requirements specific to their age group and grade level. Please refer to <http://www.allenisd.org/web/About/registration.html#immunizations>. [FFAB LEGAL Policy]

The school nurse can provide information on age-appropriate doses or on an acceptable physician validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

MEDICINE AT SCHOOL

A student must be fully immunized against certain diseases or must present an affidavit from the State of Texas that, for reasons of conscience, which includes a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas, 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [See policy FFAB (Legal) and the Department of State Health Services Web site:] <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

All medication including over-the-counter medication must be kept in the nurse's office. When possible, student medication should be scheduled for administration in the home. (*A student sharing, selling, or distributing any medication will be subject to disciplinary action (see Student Code of Conduct).*) District employees will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request. No blister packs, plastic bags, or expired medication will be accepted.
- Prescription medication from a properly labeled unit dosage container prepared by a registered nurse or another qualified district employee from the original, properly labeled container.
- Non-prescription medication, in the original, properly labeled container, provided by the parent along with a written request. Any student requesting to take an over-the-counter medicine more than three (3) times per school week may be required to submit a signed doctor's authorization stating the name of the medication, the dosage and number of days that the medication is required.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. These treatments will be administered by an authorized school employee other than the nurse based on stipulations by the Board of Nurse Examiners, Rule 217.11.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

Secondary Extra-Curricular Activities

Secondary students who are involved in athletics, field trips, clubs, organizations or school activities are required to notify their sponsor, teacher, coach, or facilitator of any medical condition or need that could affect the student during the activity. Medical

supplies and medications should be brought by the parent or student and given to the activity/athletic facilitator with instructions on use. A note from the parent must accompany any medication and any prescription medication must have a prescription label with the student's name, dosage and instructions. All medication must be in the original box or bottle.

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFAC.]

Motorized scooters, motorized skateboards, or any motorized apparatus, other than those necessary due to a handicapping condition for medical reasons, are prohibited on school campuses.

[See **Requirements for a Diploma**]

MOTORIZED VEHICLES/ APPARATUS

NONTRADITIONAL ACADEMIC PROGRAMS

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others [See policy EC (Legal)].

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades kindergarten-grade 1, promotion is based on mastering the grade-level standards (essential knowledge and skills) as identified on the district report card. In grades 2-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies. Grades 9-12, credit shall be awarded on an overall average of 70 or greater on a scale of 100. Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See policy EIE (Local).]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the TAKS.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

[See policy EIE.]

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

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

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

Once at school, a student is not permitted to leave campus anytime during the school day (this includes the student's lunch period) without following sign out procedures. A student with a valid driver's license who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, the student will not be released from school at times other than at the end of the school day. Students who do not follow these procedures are considered absent without permission (truant).

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. Students should follow all proper procedures for signing out.

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. Teachers follow District grading guidelines that are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that

RETALIATION

the teacher did not follow the District’s grading policy. [See policy EIA (Local).]

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

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Parents and students are required to follow all campus procedures. Although the District has implemented safety procedures, the cooperation of students and parents is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Refrain from using cell phones in a crisis situation to keep circuits open and available for emergency responders unless permission is given by administration.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

The District is not responsible for medical costs associated with a student’s injury. Soon after the school year begins, information is sent home and parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

The extent of medical services provided by the school is limited to “first aid” provisions in the school clinic.

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain emergency medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

A medical release from the health care provider should be provided prior to returning to class for the following reasons:

- Any emergency medical treatment or hospitalization
- Transportation of the student by ambulance from school or school activity
- Surgery, including inpatient, day, or dental surgery (including dental extraction)

**SAT, ACT, AND
OTHER
STANDARDIZED
TESTS**

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

**SCHEDULE
CHANGES**

Schedule changes are normally made only under the following conditions: a student fails a course; a credit was earned in summer school; to balance classes within the master schedule; a schedule that is not educationally defensible; an election or assignment to an activity within the school; or the administrator feels it is in the best interest of the student.

High School Adding/Dropping Procedures and Timelines

During the fall semester student initiated schedule changes will be accepted during the first week of the first six weeks. Schedule changes for advanced classes will only be accepted during the last week of the first six weeks.

Advance Class Schedule	Non-Advanced Schedule
Last week of the first six weeks.	During the first week of the first six weeks.

All schedule changes must have signatures from parent, teacher and counselor.

Middle School Changes

Schedule changes are normally made only under the conditions listed below:

- A student fails a course
- Change needed as a result of a credit earned in summer school
- Change needed to balance classes within the master schedule
- Student has a schedule that is not educationally defensible
- Change as a result of a student being elected to or administratively assigned to an activity within the school
- Any change which, in the judgment of the principal, is in the best interest of the student and/or teacher
- Students must request schedule changes within the time frame established by the principal

Students may be required to request changes prior to the beginning of each semester. Changes not requested in accordance with established guidelines may be denied.

**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 under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices/events, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

**SCHOOL RELATED
FUNCTIONS AND
EVENTS**

SEARCHES

Use of Hallways During Class Time

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

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (Local).

The rules of good conduct and grooming are observed at school related events held within or outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest shares responsibility for the conduct of the guest. Anyone leaving before the official end of the activity will not be readmitted.

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

Students' Desks and Lockers

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

Student Property

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

Trained Dogs

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

**SPECIAL
PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the building administrator or the Learner Services Department located at the Central Administration Building.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENT INTERVENTION TEAM (SIT)

This is a problem solving committee of staff members and the student’s parents who meet regularly to discuss a student who is experiencing difficulty in school.

SUMMER SCHOOL

Elementary and middle school students qualify for summer school based on district criteria. High school students may attend summer school for credit recovery, credit advancement or TAKS remediation.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law [See policy EKB(LEGAL).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students, as determined by the ARD committee. Please be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules, and will graduate under the provisions of his or her individualized education program (IEP).

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient (LEP), are also administered to eligible students.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

TRANSPORTATION

Student Parking Permits

Students at the Lowery Freshman Center will not be allowed to drive motorized vehicles on campus. Parking will be available for all students enrolled at Allen High School. AHS students will be issued a permit. Permits are required and a fee will be charged. Parking permits must be correctly displayed on vehicle. Permits will not be allowed to be taped inside of car window.

When picking up permits, students must have:

- Proof of insurance
- A valid Texas driver's license
- License plate number of car/cars
- Cash or check for payment of required fee
- Current Student ID

Vehicles and Parking Lots

The following school rules will be enforced at AHS as well as those streets adjacent to the school property where students might be endangered:

- The speed limit on campus is posted and must be adhered to at all times.
- Cars should be parked with the vehicle properly aligned with the assigned parking space boundaries and curbs.
- Any student leaving campus during the school day must have a pass from their house office.
- Students may not loiter on the parking lot or sit in cars parked on the lot.
- Student vehicles shall have a student parking permit in order to park on school grounds.
- Students shall park in designated student parking areas.
- No student will be allowed to ride on the exterior portion of any vehicle where passengers or drivers do not normally ride.
- Due to the increase of thefts and vandalism, students returning to the parking area during school without proper authorization are subject to disciplinary action.
- Students who violate parking restrictions are subject to disciplinary action including having the car towed at the owner's expense.
- A student has full responsibility for the security of his or her vehicle and must make certain it is locked and that the keys are not given to others.
- A student will be held responsible for any prohibited objects or substances, such as tobacco, alcohol, drugs, or weapons, found in his or her car and will be subject to disciplinary action. (Refer to the *Student Code of Conduct*).

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. Under extenuating circumstances, a parent may contact the principal in advance to ask for an exception.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Allen ISD Transportation Department at 972-727-0542.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.

- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of window, hold any object out of window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended. See Appendix 2 in the *Student Handbook* for the *Allen ISD Transportation Handbook*.

TUTORIALS

Students who are having difficulty in a subject are strongly urged to attend tutorials. Tutorial periods are designed to give the student additional instruction in an effort to prevent his/her failure. Contact your child's teachers for tutoring times. Students may be assigned mandatory tutoring and failure to attend may result in disciplinary action, including truancy.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. School personnel will review the video/audio recordings as needed and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first register at the receptionist's desk, obtain a visitor's badge and comply with all applicable district policies and procedures (including presenting a driver's license). All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Parents bringing items for their student should drop them off at the school office. Due to the volume of business through the office, non-educational deliveries such as flowers, birthday gifts, food, balloons, etc. are not permitted.

For specific appointments with teachers, counselors, administrators or other staff members, parents should call the school in advance. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. To ensure test security and integrity, visitor access will be limited on all district and state testing days.

Student visitors (District or non-District) are not permitted on any AISD campus during the school day unless accompanied by a parent or guardian. Dogs or other pets should not be brought on school grounds due to student allergies and safety reasons (unless assisting the handicapped).

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent or guardian. The school requests notice from the parent/guardian at least three days in advance so that records and documents may be prepared. A copy of the withdrawal form will be given to the student/parent once clearance requirements are met. A copy will be 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.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English Language Arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

OSS refers to out of school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. OSS removes the student from the campus.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any

student in middle school or higher who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the District-level committee and adopted by the Board; and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services and who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade12.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX 1:

The Allen Independent School District strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By deploying a filtering system, AISD will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places AISD in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the AISD *Student Code of Conduct* to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the AISD *Student Code of Conduct* for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

Network Guidelines

1. Personal Safety

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. (*Safety violation*)
- b. I will not agree to meet with someone I have met online without my parent's approval. (*Safety violation*)
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. (*Safety violation*)

2. Illegal Activities

- a. I will not attempt to gain unauthorized access to Allen ISD's district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (*Theft*)
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (*Vandalism*)
- c. I will not use Allen ISD's district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (*Drug and safety violation*)
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (*Vandalism*)
- e. I will not install software on any AISD computers or on the AISD network without direct supervision of AISD staff. (*Vandalism*)
- f. I will not alter hardware or software setups on any AISD computer resources. (*Vandalism*)

3. Security

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. (*Safety violation*)
- b. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (*Safety violation/theft*)
- c. I will take all precautions to avoid the spread of computer viruses. (*Vandalism*)
- d. I will not attach non-AISD computer equipment or peripherals to the AISD network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs. (*Safety*)

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (*Derogatory statements/disruption of education*)

- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (*Derogatory statement/sexual harassment*)
 - c. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (*Derogatory statements/disruption of education*)
 - d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. (*Disrespecting others' rights/disruption of education*)
 - e. I will not knowingly or recklessly post false or defamatory information about a person or organization. (*Derogatory statements/disruption of education*)
- 5. Respect for Privacy**
- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message. (*Disrespecting others' rights*)
 - b. I will not post private information about another person. (*Disrespecting others' rights*)
- 6. Respecting Resource Limits**
- a. I will use the technology at my school only for educational and career development activities. (*Disruption of education*)
 - b. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (*Disruption of education*)
 - c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment. (*Disruption of education*)
 - d. I understand that AISD personnel may monitor and access any equipment connected to AISD network resources and my computer activity. Allen ISD personnel may delete any files that are not for a classroom assignment. (*Security*)
- 7. Plagiarism and Copyright Infringement**
- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. (*Theft*)
 - b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions. (*Theft*)
- 8. Inappropriate Access to Material**
- a. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people. (*Disruption of education/safety violation*)
 - b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again. (*Failure-to comply with directives*)
 - c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter. (*Respect for others violation*)
 - d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in anyway to allow me access to websites or applications I am not authorized to use. (*Disruption of education*).

APPENDIX 2:

Dear Parents and Students:

The Allen Independent School District provides school bus transportation services for all bus-eligible students residing within the District. The State of Texas sets the standards governing school bus operations and provides funding to school districts for student transportation. School districts receive funding from the state based on the number of eligible riders transported.

The Allen Independent School District Board of Trustees provides an opportunity for all eligible students to ride the school bus. The same standard of student behavior is required on the bus that is required in the classrooms. A full understanding by parents, students and school employees of the required behavior standards will allow for a safe and pleasant means of transportation for all. This handbook has been written to provide an understanding of school bus policies that will offer each passenger a safe ride to and from school.

Parents can be of great assistance in providing safe and efficient transportation for all children by (1) supporting the school administration and the school bus driver and (2) accepting joint responsibility with school personnel for maintaining proper conduct of their children on the bus.

Your cooperation in the joint effort of providing a safe means of transportation for all students in the Allen Independent School District is greatly appreciated.

Sincerely,

Carl Cater
Director of Transportation
(972) 727-0542

GENERAL GUIDELINES

1. The Allen I.S.D. Board of Trustees has elected to provide bus transportation for students living more than two (2) miles from their assigned campus. These students are considered to be eligible bus riders. In addition, the Board may elect to designate certain areas as "hazardous areas." Students living in those areas would also be considered eligible bus riders.
2. The school district's responsibility for bus riders begins when they board the bus and ends after they have safely departed the bus at their designated bus stop after school.
3. It shall be the responsibility of the campus administrators and teachers to see that a student gets on the correct bus when leaving school.
4. If a student is to ride a bus other than their assigned bus or if they are to get off the bus at a stop other than their regular bus stop, the student's parent or guardian must send a note or otherwise communicate to the campus principal giving such permission. The principal will then communicate that to the bus driver.
5. Any student not eligible to ride the bus must have the principal's permission and the permission of the Allen I.S.D. Transportation Department to ride.

I. Prior to Loading

1. Students should be at the bus stop in the mornings ten minutes before the scheduled pick-up time as actual pick-up times may vary according to traffic, road conditions, and other unforeseen circumstances.
2. Students are to wait for the bus at the assigned stop in an orderly manner until the bus arrives.
3. As the school bus approaches, the students should form a single line, at least 10 feet back from the curb and well back from the roadway. **DO NOT MOVE TOWARD THE BUS UNTIL IT HAS COME TO A COMPLETE STOP AND THE DOOR IS OPENED.**
4. Students must refrain from any type of harassment of the public and must not damage public or private property while at or on the way to the bus stop.
5. When boarding, students should use handrails to help board the bus safely.
6. For safety reasons, students should not wear clothing with drawstrings, dangling cords or anything that could have a tendency to get caught on equipment as they board and de-board.
7. If a student misses the bus, he/she should go home immediately. It will be the parent's responsibility to take the child to school.

II. Rules for Bus Riders

1. Move directly to a seat and be seated immediately upon boarding. The driver will not proceed until all students are seated.
2. Remain seated at all times while the bus is moving.
3. Do not carry any item on the bus that will not fit in your lap without the driver's permission.
4. If you must cross the street or road to board the bus and you do not have adult supervision crossing the street, wait until the bus arrives at the stop and make certain that all oncoming traffic in all directions has stopped. **Never cross behind the bus.**
5. Keep all body parts inside the bus.
6. Once on the bus, stay on the bus until you arrive at your designated bus stop or unloading zone.
7. Keep feet, hands, and all objects out of the bus aisle.
8. Any object that could easily cause injury to yourself or others, such as pencils, sticks or other sharp objects, must be safely stored away at all times.
9. Do not litter the bus. No food or drinks (cups, cans or bottles) will be permitted on the bus without the driver's permission.
10. Do not throw objects inside the bus or toss anything out of the bus.
11. Follow all rules of conduct as stated in the *Student Code of Conduct*. "On the bus" is considered at school.
12. Do not mark, cut, or intentionally damage any part of the bus. Costs to repair deliberate damage will be charged to the person responsible for damages.
13. Use the emergency doors and exit windows only during drills or actual emergencies.

III. Unloading From the Bus

1. Remain seated until the bus comes to a complete stop. Then exit the bus in an orderly manner. **Do not push or shove.**
2. Move away from the bus immediately upon exiting the bus. The driver will not continue until everyone is at least 6 feet away from the bus.
3. If you must cross the street or road after getting off the bus, walk to the front of the crossing arm. **Never cross behind the bus.**
4. If you drop an article near or under the bus, never try to retrieve it while the bus is there. Go to the door of the bus and ask the driver for help.

IV. Extra Curricular Trips

1. All safety rules apply to all school sponsored trips.
2. All bus riders shall respect the wishes of the bus chaperone. At least one chaperone will be on each bus.

V. Prohibited Items on the Bus

1. Live animals.
2. Any type of weapon.
3. Glass containers.
4. Any object (musical instrument, class project, etc.) too large to be carried by the student and fit in the student's lap or between their feet on the floor.
5. Any object or item that is prohibited at school.

VI. Emergency Evacuation

If an emergency evacuation is necessary, please follow the procedures listed below:

1. Leave the bus in a single file as quickly and quietly as possible.
2. Evacuation will start with the seat closest to the exit door.
3. Once outside the bus, stand as a group and follow the driver's instructions.

VII. Discipline Procedures

Bus transportation is a privilege that may be suspended or revoked if the conduct of the rider interferes with the safe and orderly transportation of any student. The school bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must maintain order on the bus to be able to operate the bus safely. The driver has the authority to assign seats and to instill any other reasonable riding procedures, in order to maintain proper conduct of the students on the bus. The school bus driver has the authority to recommend to the principal that a student be removed from the bus for discipline reasons. Students refusing to obey instructions from the driver or who refuse to obey the bus conduct rules could forfeit their privilege to ride the bus for a period of time determined by the school administrator.

VII. Student Conduct Reports

1. For flagrant or chronic misbehavior, the bus driver should fill out a "Bus Conduct Report" It will list the student's name and the offense he/she committed. The report will be given to the student's principal for follow-up and possible disciplinary action.
2. The campus principal or **his/her** designee shall investigate the Bus Conduct Report and take disciplinary action as deemed necessary and notify the parents of such.
3. When the infraction is of such a nature that riding privileges are lost, the student will not be allowed to resume riding any bus until the number of suspension days that were assigned by the principal have passed.
4. No student will be put off the bus between his or her designated bus stop and school. If a situation arises that is beyond the control of the driver, he/she will notify the transportation office and ask for assistance. In some instances it may be necessary to return to the school or to the bus stop for immediate assistance. If the situation is such that it can be handled later by the principal, the route should be completed without further delays.

IX. Student Discipline Strategies

Administrators or the Director of Transportation will assign appropriate discipline strategies to students who violate any bus rules.

ELIGIBLE STUDENT RIDERS

The District may not provide transportation to any student for whom it does not receive state transportation funds, except as may be required by the Individual Education Plan (IEP) of a student with disabilities. All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops. Students should be at the bus stop ten (10) minutes before the bus stop time.

Special Needs Transportation	Call the transportation office thirty minutes before pick up time if the student is not going to ride that day. If you take the student to school it is the responsibility of the parent to contact the transportation office by 1:30 to let them know that the student needs a ride home. Should the student not ride the bus for three consecutive days, the driver will not come back until someone calls the transportation office at 972-727-0542.
Safety Precautions	Safety precautions shall be exercised in the bus operations at all times. If at any time the bus driver is uncertain about road or vehicle conditions, or other safety factors, the driver shall park the vehicle until safe operating conditions are assured.
Eligibility Criteria	The following criteria shall be used in determining the eligibility of students for foundation school program transportation purposes and the approval of bus routes therefore: <ol style="list-style-type: none">1. The student must reside in the attendance area, as designated by the Board, of the school he or she attends and must live two or more miles from this school as measured by the nearest practical route, unless he or she attends a school by reason of a court order.2. All approved bus routes must transport only eligible students and monitors approved by the District.
Classification of Service	Transportation of students is conducted by the Districts transportation department. Students in the District are transported under the classifications listed below: <ol style="list-style-type: none">1. Students living two miles or more from the school2. Emergency Transportation3. Court-Ordered4. Special Education5. Field Trips6. Activity buses for athletic teams, band, and school-related clubs and organizations.7. Curriculum transfers8. Overflow students
Definitions	For the purpose of these guidelines: <ol style="list-style-type: none">1. "Bus" means a motor vehicle used to transport persons and designed to accommodate more than 10 persons, including the driver.2. "Passenger car" refers to a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate ten or fewer passengers.3. "Passenger Van" refers to a motor vehicle, other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver.4. "School activity bus" means a bus designed to accommodate more than 15 passengers, including the operator, that is owned, operated, rented, or leased by the District and is used to transport public school students on a school-related activity trip, other than on routes to and from school. The term

does not include charter bus, a bus operated by a mass transit authority, or a school bus.

5. "School bus" means a motor vehicle that was manufactured in compliance with the federal motor vehicle safety standards for school buses in effect on the date of manufacture and that is used to transport preprimary, primary, or secondary students to and from school. The term does not include a school-chartered bus or a bus operated by a mass transit authority.

6. "Motor bus" means a vehicle designed to transport more than 15 passengers, including the driver.

Education Code 34.003;

Transportation Code 541.201

Authority

The District may establish and operate an economical public transportation system in the District. For that part of the system that the District operates directly, it shall employ bus drivers certified by the Department of Public Safety. *Education Code 34.007,34.008*

Transportation
Funding for Eligible
Students

If the District operates a transportation system, the District is entitled to a state transportation allotment. The allotted funds must be used to provide transportation service to students who live two or more miles from the school they attend. *Education Code 42.155*

The Board may require payment of a reasonable fee for transportation to and from school, of a student who lives within two miles of the school the student attends. However, the Board may not charge a fee for transportation for which the District receives a transportation allotment under Education Code 42.155(d). *Education Code 11.158*

Hazardous
Conditions

The District may apply to the commissioner of education for an additional amount of up to ten percent of its regular transportation allotment to be used for the transportation of students living within two miles of the school they attend who would be subject to hazardous traffic conditions if they walked to school. The Board or its designee shall provide to the commissioner the definition of hazardous conditions applicable to the District and shall identify the specific hazardous area for which the allocation is required. A hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition. *Education Code 42.155(d)*

Accelerated
Instruction Program

The District shall provide students required to attend the accelerated programs with transportation to those programs if the program occurs outside of regular school hours. *Education Code 28.0211(j)*

Standees

The District may not required or allow a child to stand on a moving bus or passenger van. *Education Code 37.126*

Disruption of
Transportation

Any person who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school or activities sponsored by a school on a vehicle owned and/or operated by the District shall be guilty of a misdemeanor. *Education Code 37.126*

Transportation
Company or System

The Board may contract for all or part of its public school transportation with mass transit authority or commercial transportation company.