

ALTO ELEMENTARY



2021-2022 STUDENT HANDBOOK

**Alto Elementary School
236 CR 2429
Alto, Texas 75925
936 858-7170**

SCHOOL PERSONNEL

ALTO INDEPENDENT SCHOOL DISTRICT

244 County Road 2429

Alto, Texas 75925

SCHOOL BOARD

Jeff Duplichain.....	President
Jed Morris	Vice President
Stancy Skinner	Secretary
Lionel Whitaker	Member
Jeremy Jackson	Member
Lee Pearman.....	Member
Jay Jones.....	Member

SCHOOL PERSONNEL

Kelly West	Superintendent
Shanequa Redd-Dorsey.....	High School Principal
Krystin Lucas	Middle School Principal
Candis Mabry.....	Elementary Principal
Lance Gamble	Athletic Director
Thomas Williams	Band Director
LeAnn Jones.....	Director of Assessment & Special Programs
Misty Townsend.....	Director of Curriculum & Instruction
Amber Middleton.....	Instructional Materials and Textbooks
Debbie Grimes.....	Technology Director
Kelly Robertson	Business Manager
Kaylynn Hinson	Secretary to the Superintendent
Kaylynn Hinson	Accounts Payable
Kim Bradshaw	Maintenance Director
Kim Bradshaw.....	Transportation Director
Courtney Stephenson.....	Food Services Director
Tonya Watson.....	High School Counselor
Emily Rabago.....	Middle School Student Services
Samantha Iles.....	Elementary Counselor
Amber Middleton.....	PEIMS Coordinator
Shinita Hicks.....	Secretary to the High School Principal
Gayla Morgan Matthews.....	Secretary to the Middle School Principal
Kimberly Griffith	Secretary to the Elementary Principal
Kim Holmes.....	School Nurse

SCHOOL TELEPHONE NUMBERS

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

Table of Contents

Preface.....	4
Alto Elementary Mission.....	5
Alto School Songs.....	6
Required Notices.....	7
Info for Parents.....	8
Asbestos.....	16
Attendance.....	16
Academic Programs.....	19
Bullying.....	19
Buses.....	20
Cafeteria Services & Rules.....	20
Cellphones.....	21
Chain of Command.....	22
Checks Acceptance.....	22
Cheating.....	22
Child Abuse.....	23
Complaints.....	24
Computer Resources.....	24
Conduct.....	25
Conferences.....	25
Contagious Diseases.....	25
Corporal Punishment.....	25
Counseling.....	26
Disruptions.....	27
Dress Code.....	29
Drills.....	30
Emergency.....	30
Expulsion.....	31
Fees.....	31
Field Trips.....	31
Fines.....	31
Fund-Raising.....	31
Gangs.....	38
Homebound.....	38
Homeless Students.....	38
Homework.....	38
Honor Rolls.....	38
Immunization.....	36
Head Lice.....	35
Health Services.....	35
Make up work.....	32
Grievance.....	33
Handicapped Accessibility.....	33
Harassment.....	34
Gifted and Talented Program.....	32
Grading Guidelines.....	32
ISS.....	39
Lock-Down Procedures.....	40

Library.....	41
Loitering.....	41
Lost and Found.....	41
Medicine at School.....	41
Meeting of non-curriculum related group.....	41
Pest Control.....	41
Phone calls.....	43
Pledges.....	43
Prayer.....	43
Promotion and retention.....	43
Publications.....	44
Radios and other electronic devices.....	44
Release of students from school.....	44
Saturday school.....	45
Searches.....	45
Special Programs.....	45
Student Records.....	46
Student Report Cards & Progress Reports.....	46
Substitutes.....	46
Suicide.....	47
Summer School.....	47
Tardies.....	47
Testing.....	47
Textbooks.....	48
Transportation.....	48
Truancy.....	51
Unauthorized Persons.....	51
Valuables.....	51
Vandalism.....	51
Visits to School.....	53
Weapons.....	53
Withdrawal from School.....	53

PREFACE

To Students and Parents:

Welcome to school year 2021-2022! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and faculty. This Student Handbook is designed to help us accomplish this goal.

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

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

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

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

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

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

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

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

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

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District’s Policy Manual is available in the administrative office. A hard copy of either Student Code of Conduct or student handbook can be requested at Alto Elementary office.

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

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, and policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. For questions about the material in this handbook, please contact Alto Elementary school office at (936) 858-7170.

ALTO ISD MISSION STATEMENT

“Quality at all levels, equity in all endeavors.”

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

ALTO Elementary SCHOOL CAMPUS VISION

Each person is special and everyone can learn. Teach from the heart!

ALTO Elementary SCHOOL CAMPUS MISSION STATEMENT

Our mission, at Alto Elementary School, is to educate all students to their fullest capacity. Therefore, we shall use every reasonable resource to provide a living education for students with different learning styles, for culturally diverse students, and for students with physical differences so that all students will be given the opportunity to become productive citizens in society. By striving to maintain a safe, supportive learning environment, by providing current learning materials used with a comprehensive curriculum, and by promoting community/parent involvement, we hope to help each student have a pleasant school environment so that he/she can have a high self-esteem which will enhance achievement for all.

ALTO Elementary SCHOOL CAMPUS GOALS

All students will reach their academic potential.

The campus will achieve an annual attendance rate of 96% or more with a dropout rate of 1% or less.

Parents and community will be involved and support the academic process.

A safe learning environment will be provided for all students and school personnel.

The achievement of all student groups will improve over the next four (4) years in order for Alto Elementary School to maintain successful AYP requirements and be rated exemplary under TAPR.

ALTO SCHOOL COLORS

Black and Gold

SCHOOL SONG

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

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

FIGHT SONG

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

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

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

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



Board of Trustees Acknowledgement

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

Date approved by Board: July 2021

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

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Alto ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by August 31, 2021.

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

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination and as required by law, Alto Elementary does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both. Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL). The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Misty Townsend, 504 coordinator, 244 CR 2429 Alto, TX 75925, (936) 858-7101, mtownsend@alto.esc7.net.

For all other concerns regarding discrimination, see the superintendent: Kelly West, superintendent, 244 CR 2429 Alto, TX 75925, (936) 858-7101, kwest@alto.esc7.net.

PARENTAL INVOLVEMENT

Working Together

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

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

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 936-858-7170 for an

appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

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

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

Participating in campus parent organizations.

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

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

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

Please note that parents and visitors to a classroom, both virtual and in person, may not record video or audio or take photographs or other still images without permission from the teacher or other school official.

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent or designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to a neighboring district. See the superintendent or designee for information.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus.

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

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

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

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

Services for Title I Participants

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

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has

the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

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

Legal Framework for the Child-Centered Special Education Process

- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Special Education Referrals:

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

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

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

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

Contact Person for Special Education Referrals:

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

Contact Person: Samantha Iles

Phone Number: 936-858-7170

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

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

Contact Person: Misty Townsend

Phone Number: 936-858-7110

Additional Information:

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. You may contact the custodian of records for currently enrolled students at: Samantha Iles Elementary Counselor 244 CR 2429, (936) 858-7174, siles@alto.esc7.net. A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. The objection should be turned in by August 30, 2019.

Directory Information for School-Sponsored Purposes

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

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

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

The parent's or eligible student's right of access to and copies of student records, does not extend to all records.

Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

Due to scheduling, all parents calling the school to leave a message for their child, should call before 2:30 p.m. to ensure delivery of message. Please make these calls minimally, as delivery of such disturbs instruction.

If you are unable to find the information on a particular topic, please contact Candis Mabry at 858-7170.

ACCEPTABLE USE POLICY

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

District-owned technology resources may be issued to individual students for instructional purposes. Use of the district's network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

ACCIDENT PREVENTION

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

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

ADMISSION

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

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

ALTERNATIVE EDUCATION PLACEMENT (AEP)

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

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

ASBESTOS

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

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact Kim Bradshaw, the district's designated asbestos coordinator, at 936-858-7104.

ABSENCES/ATTENDANCE

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

Compulsory Attendance-Exemptions

State law requires that a student between the ages of six and 19 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 19th birthday is required to attend each school day. If a student 19 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Upon enrollment in prekindergarten and kindergarten, a child shall 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 the reading diagnosis test.

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

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the health-care provider;
- For students in the conservatorship of the state,
- An activity required under a court-ordered service plan; or
- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

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

Attendance for Credit

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

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

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

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

State law and Board policy permit certain absences, including:

- An extracurricular activity or public performance, approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by welfare authorities.
- An absence required by state or local policy.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention

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

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

Parent's Note after an Absence

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

Doctor's Note after an Absence for Illness

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

Late arrival to school/tardiness/leaving early

Any student that arrives at school after car rider monitors have entered the school building must be taken to the elementary office. Tardiness to class is considered a serious problem that will not be tolerated by any teacher. Tardiness creates class disruption which causes the students to lose valuable instructional time. It is the PARENT'S RESPONSIBILITY TO HAVE THEIR CHILD IN CLASS ON TIME WITH HIS/HER MATERIAL READY FOR CLASS TO BEGIN! Students are to be in the classroom and in their seats when the teacher begins instruction. School begins at 7:40 am each day with pledges and announcements in the gym. Any arrival after 7:45 will be considered a tardy. Tardies are recorded each morning after the tardy bell rings. If an excessive number of tardies are recorded, the parent(s) will be contacted. **Three tardies in one six weeks period will be considered an**

absence for perfect attendance purposes. Likewise, leaving early is also considered a serious problem and results in students losing valuable learning time. **Every three times that a student is signed out early will equal an absence for perfect attendance purposes. A combination of three tardies or leaving early will count as an absence for perfect attendance purposes.** Excessive tardiness and leaving early will be presented in truancy court. Detentions may be assigned for tardies/leaving early.

ACADEMIC PROGRAMS

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

BULLYING

Bullying that includes intimidation by name-calling, using ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence are prohibited at school and all school-related activities.

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

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. Parents or students can report bullying through the STOPIT App on the AISD website, www.alto.esc7.net

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

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

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

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

BUSES AND OTHER SCHOOL VEHICLES

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

Bus routes and stops will be designated annually. Any subsequent changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.

A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact Alto Elementary office (936) 858-7170.

School Bus Code

Students riding the buses will observe the following rules:

1. The Bus Driver is in charge and will be obeyed.
2. Follow the driver's directions at all times.
3. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
4. Keep feet, books, band instrument cases, and other objects out of the aisle.
5. Students shall not write upon, disfigure, or destroy any part of the inside or outside of the bus. Pupils are to take care of the bus; if not, damage will be charged to the offender and bus privileges will be withdrawn.
6. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
7. Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
8. Do not possess or use any form of tobacco or e-cigarette in any district vehicle.
9. Be seated when the vehicle is moving.

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

Consequences for Not Following Bus Rules

Minor offenses handled by driver will result in a change in seat assignment.

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

CAFETERIA SERVICES AND RULES

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Alto ISD will be implementing the Community Eligibility Provision (CEP) under the in the National School Lunch and School Breakfast Programs for the school year 2020-2021. Schools that participate in CEP provide breakfast and lunch each day at no charge for ALL students enrolled in that CEP school during the year. All students who wish to eat free have to take a complete reimbursable meal in ordered not to be charged for it. Elementary all meal components are served. Middle School and High School will be required to take at least 3 of the 5 food components for lunch and 3 Components for breakfast. Taking one or two components will be considered a ' la cart and the student will be charged for those entrees. This program will be re-evaluated on a yearly basis. Students wishing to have a drink substituted for milk must have a doctor's note requesting such.

In order for the students to receive free breakfast and lunch through our disaster declaration, all students must turn in the 2020-2021 Multi-Use Application for Free and Reduced Lunch form provided to you at registration.

Any questions regarding this program or concerns with your child's meal may be forwarded to **AISD Food Service Director, Courtney Stephenson at 936-858-7126.**

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily.

Cafeteria prices are as follows:

<u>Breakfast</u>		<u>Lunch</u>		
Pre-K – 4	Free	Pre-K - 4	Free	The price for extra milk is .40 for white or chocolate. Extra items purchased must be paid for in cash at the time of purchase if no money is in the student's account.
5 – 8	Free	5 - 8	Free	
9-12	Free	9 – 12	Free	
Adults	2.75	Adults	3.75	

All students will be served white milk at breakfast per new guidelines. **Pre-K cannot have chocolate milk at breakfast or lunch per new guidelines.**

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

Medical Statement for Children with Special Dietary Needs

Each Special dietary request must be explained and signed by a recognized medical physician and turned in to Food Service Director. No exceptions will be made without Doctor's Signature.

Due to food allergies and national food guidelines that must be followed, **no sharing of food** will be allowed by elementary students in the cafeteria. We also ask that when parents come to eat with your child, that you do not share food with other students at the table.

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

The district permits students to possess personal cell phones for safety purposes; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. [For graphing calculator applications on computing devices.

A student must have approval to possess other personal telecommunications devices on campus such as laptops, tablets, or other portable computers.

Upon arrival on campus, students must put away all electronics and electronic gear (headphones/earbuds). If visible, a campus administrator or teacher will pick-up and turn into the office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. Repeat offenses will be charged a \$15 pick-up fee.

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

Any disciplinary action will be in accordance with the **Student Code of Conduct** and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices. On the first

offense, any confiscated device may be picked up by the parent in the office. On the second offense, the device may be picked up by a parent after a \$15 fee has been paid. Any future confiscation will result in the parent paying the \$15 each time until the end of the school year.

CHAIN OF COMMAND

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

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

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

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

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

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state.

In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee.

If your check is returned for non-payment on more than two occasions, checks will no longer be an acceptable form of payment for the remainder of the school year.

CHEATING / PLAGARISM

Students who engage in this type of behavior will receive a grade of zero and parents will be notified. This includes daily papers, homework, test, and major assignments. Additional offenses of this manner may result in a referral to the principal.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at _____ . Trafficking includes both sex and labor trafficking.

It is important for parents to be aware of warning signs that could indicate a child may have been, or is being sexually abused or subjected to other maltreatment. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomach aches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or

sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp/

Reports of abuse or neglect may be made to:

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

CHILD CUSTODY

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

CHILD FIND

As part of the on-going identification and referral process, the District will make reasonable efforts to identify and locate every qualified disabled student residing within the District who is not receiving a public education. The District shall inform the parents or guardians of these potentially eligible students (who may be attending private or homeschools) of the District's duties under §504. As part of the Child Find effort the District shall annually publish the Child Find Notice in local newspapers, student handbooks, and/or place the Notice in locations likely to be seen by parents of eligible students (such as supermarkets, pediatrician's offices, etc.) Additionally, every teacher within the District should have information regarding the District's overall early intervention process, understand how to initiate a §504 Referral and know how to identify students who should be referred.

COMPLAINTS AND CONCERNS BY STUDENTS/PARENTS

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

For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual available online at www.alto.esc7.net. In general, you or your child should first discuss the complaint with the campus principal. If unresolved, a written grievance process should be initiated.

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

- To file a formal complaint a parent or student should complete and submit the complaint form.

- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

Specialized complaint procedures exist regarding:

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

COMPUTER RESOURCES

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

CONDUCT

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

- *Attend classes on time (The day begins at 7:40 am).
- *Come prepared with homework and all needed materials.
- *Do his/her own work.
- *Master the Texas Essential Knowledge Skills for each subject.
- *Show respect for all individuals and their property.
- *Ask for help from teachers and staff when having problems.
- *Dress neatly in accordance with the school dress/grooming policies.
- *Help in maintaining a safe and happy atmosphere at school.
- * Make no profane, insulting, or threatening remarks to others.
- *Not engage in any disruptive conduct.
- *Be aware of and follow all rules established by the school and/or the classroom teachers he/she has.
- *Feel good about himself/herself.
- *Move about in a quiet and mannerly way.
- *Do not engage in any unacceptable physical contact.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during

the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior on and off campus, during remote and in-person instruction, and on district vehicles—and outlines 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. During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

CONFERENCES

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The district is required to report certain contagious (communicable diseases or illnesses to TDSHS. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

CORPORAL PUNISHMENT

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must return the form included in the registration forms packet Or submit a written statement to the campus principal stating this decision]. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

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

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as academic, social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. If you wish to meet with the counselor, you should contact Laci Meeks at 858-7173. **Please note:** The school will not conduct a psychological examination,

test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. For more information, refer to policy FFE.

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

DISRUPTIONS

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

- *Interferes with the movement of people in an exit, an entrance, or a hallway of a district building without authorization from an administrator.
- *Interferes with an authorized activity by seizing control of all or part of a building.
- *Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- *Uses force, violence, or threats to cause disruption during an assembly.
- *Interferes with the movement of people at an exit or an entrance to District property.
- *Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- *Disrupts classes while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct
- *Interferes with the transportation of students in District vehicles.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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

Non-school Materials

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to

disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Alto ISD Dress and Grooming (All Grade Levels)

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

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

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

SHIRTS AND BLOUSES:

1. Shirts or tops must be sized to fit. Shirts or tops may be short or long sleeve. No sheer material.
2. Students must wear shirts tucked in if the shirt extends below the end of the fingertips when standing.
3. No exposed midriffs or cleavage.
4. Shirts must cover the shoulder with a minimum of 3" or wider material. No spaghetti straps, muscle shirts, halter tops, or backless shirts will be allowed.
5. Jerseys are not allowed without a full t-shirt worn underneath.
6. Undergarments should never be visible.

SWEATSHIRTS, VESTS, SWEATERS AND HOODIES

1. Must be appropriately sized in the shoulders, sleeves and length.

OUTERWEAR

1. Coats and jackets must fit and not be excessively long
2. Blankets cannot be worn as outerwear.
3. No wearing of caps, hats, hoods, stocking caps, skull caps, bonnets, and sweat bands.

PANTS, SHORTS AND CAPRIS

Grades 7-12

1. Holes are not allowed above the knee on any pants.
2. Must be worn at the waistline.

3. No form-fitting sweat pants, wind pants, or athletic shorts will be allowed. (i.e. wind shorts or basketball shorts)
4. No leggings will be allowed.
5. Shorts may not be shorter than 4" of the top of the knee.
6. No clothing that is excessively tight.

Grades PK-6

1. Holes are not allowed above the knee on any pants.
2. Leggings are allowed as long as the shirts are within 4" of the top of the knee.
3. Shorts may not be shorter than 4" of the top of the knee.
4. No clothing that is excessively tight.

SKORTS, SKIRTS, JUMPERS, AND DRESSES

1. Worn at waistline
2. Shorts, dresses, or skirt length may not be shorter than 4" of the top of the knee.
3. No clothing that is excessively tight
4. No clothing with holes, shredded, or frayed areas

FOOTWEAR

1. Tennis shoes, western boots, loafers, sandals, flats, brown or black leather like shoes and boots are permitted.
2. Shoes must be a matching pair and worn appropriately.
3. No combat boots, shoes with wheels, flip flops, sliders, cleats, house shoes, moccasins, steel toed boots, or slippers
4. At the elementary level, shoes may not have a heel that exceeds one inch in height.
5. For middle school and high school students, heels may not exceed 3" inches in height.
6. For Grades PK-6, students must bring gym appropriate tennis shoes.
7. All students Grades 7 - 12 who are in an athletics or physical education class must bring gym appropriate tennis shoes.

BELTS

1. Belts are appropriate in any style or color
2. Belts must be worn with belt-loops and must be visible and have no excess.
3. No pants, skirts, and shorts worn below or above the natural waistline. No (baggy, big bottom type), sagging pants or shorts. Material will be provided to hold pants or shorts at natural waistlines.

ACCESSORIES / OTHER

1. No facial, mouth or body piercing of any type is allowed except for ears. Items may not be covered with a band-aid. Prohibited items including items such as nose rings, eyebrow rings, tongue rings, lip rings, gauges, placers, bars, nose or facial studs.

2. Excessive jewelry is not allowed. (i.e. grills on teeth, spiked jewelry, multiple rings/bracelets)
3. Sunglasses may not be worn in the building.
4. Bandanas (as a hair cover, headband, scarf, or pocket display) are not to be worn or exhibited by any student at any time.
5. Tattoos must be covered at all times. "Fake tattoos" are not allowed at any time with the exception of "Alto Spirit Tattoos" on game days.
6. Students with offensive body odor (including excessive perfume, cologne, and/or body spray) and/or clothing odor will be counseled and sent home to wash and/or change.

HAIR

1. Hair is to be neatly combed, brushed, and out of the eyes at all times.
2. No mohawks, numbers, letters, lines, or symbols may be cut into the hair or eyebrows.
3. Hair must be of a natural tone.
4. Facial hair (mustaches, beards, goatees, etc.) will be allowed as long as it is kept neatly trimmed – sideburns must not exceed the bottom of the earlobe.
5. Combs and picks may not be worn in the hair. These items will be confiscated by the principal.

FACIAL COVERINGS / MASKS

1. Shall only cover the nose and mouth. Must not cover the forehead or eyes
2. No style shall have items with pictures, emblems, and/or writings that are lewd, offensive, vulgar, obscene, or racial in origin or clothing that exhibits connotations that allude to the aforementioned.
3. No style should advertise or depict tobacco products, alcoholic beverages, drugs, or any substance prohibited by policy.
4. No style should be construed as gang related
5. Logos are restricted to manufacturer's professional embroidered logos or AISD spirit emblem (see campus principal for additional guidance)
6. The facial covering and/or masks must not be made of sheer material.

DISTRICT PROHIBITS:

1. Lewd, vulgar, obscene, or suggestive depictions of sex, violence, drugs or drug related items, alcohol or alcohol related items, tobacco, profanity, death, satanic themes, nudity, hate slogans or pictures, swastikas, pentagrams, or gang related / affiliated materials (described as, but not limited to: dress / ornaments as deemed inappropriate by school administrators) shall be worn at any time.

EXCEPTIONS TO THE DRESS CODE

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

Homecoming, prom and/or banquet dress will be allowed (within good taste) to include:

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

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

"THE FINAL SAY"

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

If a student violates the dress code, he/she will be subject to disciplinary action. The student will have to correct the violation immediately. If the student refuses or is unable to make the correction, they may be placed in ISS or sent home. If they are sent home, they will receive an unexcused absence.

The principal, in cooperation with the sponsor, coach, or other person in charge of any extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

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

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

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

Fire Drill Bells

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

Tornado Drill Bells

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

EMERGENCY SCHOOL-CLOSING INFORMATION

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed. If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following way: Alert Now phone call.

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

EXPULSION

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

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

EXTRA CURRICULAR

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor.

Eligibility for many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing interdistrict 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. Students and parents can access the UIL Parent Information Manual at UIL Parent Information Manual. A hard copy can be provided by the coach or sponsor of the activity on request. To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

FEES

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

- Costs for materials for a class project that the student will keep.
- Personal physical education (tennis shoes).
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Fees for lost, damaged, or overdue library books.
- Fees for lost or damaged textbooks.

FIELD TRIPS

A parent must provide permission for a student to participate in a field trip. The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip. The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, if financial assistance is needed, please contact Alto Elementary office. The district is not responsible for refunding fees paid directly to a third-party vendor.

FINES

All fines not paid by end of grading period will result in report cards being withheld. Any fines pending at end of year will result in exclusion from end of year activities.

FUND-RAISING

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

GANGS, FRATERNITY, SORORITY, OR SECRET SOCIETY ACTIVITIES

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

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

GIFTED/TALENTED PROGRAM

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

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

GRADING GUIDELINES

A minimum number of grades will be taken each quarter. Teachers will be required to have a minimum of 14 and a maximum of 18 daily grades for Reading, ELA, and Math. Three test grades will be taken with one of those being a end of quarter test/benchmark. Science and Social Studies will be required to have 8 total grades per grading period.

Pre-K

A progress report will be sent home each six weeks showing a student's academics, social, physical, and emotional progress. Parent/teacher conferences may be scheduled.

K – 4th Grade

Students will receive a progress report the first 3 weeks of each 6 weeks grading period. A report card will be given at the end of each quarter. Students will receive grades in the following subjects: Reading and/or Language Arts (spelling, writing, grammar, and handwriting), Math, Science, Social Studies, and PE. Students must pass four of the five core subjects: Reading, Language Arts, Math, Science and Social Studies in order to be promoted to the next grade.

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

GRADING SCALE

The state grading scale is used:

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

MAKE-UP WORK

A teacher may assign makeup work to a student who misses class based on instructional objectives and the needs of the student in mastering the essential knowledge and skills or meeting subject or course requirements. The student will be responsible for obtaining and completing the makeup work within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time so that the teacher and student may plan any makeup work. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90

percent threshold regarding the state laws surrounding “attendance for credit or final grade.” A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with timelines approved by the principal and previously communicated to students.

AES LATE WORK POLICY

Students in grades K-4 will be allowed to turn in assignments up to four days late. The grade for an assignment turned in one day late will be assessed a 10 point late penalty. A 10 point penalty for each additional day will be assessed up to the 4 day maximum. For example, 3 days-30 points off grade (maximum grade 70), 4 days-40 points off grade (maximum grade 60). A grade of zero will be recorded after being late 4 days. EIA (LOCAL)

TUTORIAL POLICY

If you feel your child is in need of tutorials, please call (936) 858-7170 and make an appointment with your child’s teacher to discuss the need and time available. Beginning the second semester of school, after-school tutorials will be offered on Tuesday and Thursday afternoons for remediation. Other tutorials may be offered based on student needs. Teachers will notify parents if necessary.

GRIEVANCE / PARENT COMPLAINTS

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

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

HANDICAPPED ACCESSIBILITY

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

HARASSMENT

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Harassment will not be tolerated by the district. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or

told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

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

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

Sexual Harassment / Sexual Abuse

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

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

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

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 or any of the person's past or subsequent partners. This type of conduct is considered harassment if it is so severe, persistent, or pervasive that it affects a 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, 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;
- Threats to harm a student's past or current dating partner;
- Attempts to isolate the student from friends and family;
- Stalking; or
- Encouraging others to engage in these behaviors.

GENDER

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but are not 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. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand.

However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual. Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

HEAD LICE

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

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

HEALTH SERVICES

ILLNESS AT SCHOOL

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

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

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

A parent should contact the school nurse if a student has been diagnosed with COVID-19 or may have COVID-19.

MEDICINE AT SCHOOL

The district will not purchase nonprescription medication to give to a student.

In accordance, with policy Authorized employees, may administer:

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

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

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

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

[For further information, see policies at FFAC.]

COMMUNICABLE DISEASES / CONDITIONS

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

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

[Further information may be found at policy FFAD.]

For further information, please contact your school nurse.

Bacterial Meningitis

Please see the district's website at www.alto.esc7.net for information regarding meningitis.

IMMUNIZATION

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

DTaP/DTP/DT/Td/Tdap

5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4th birthday.

For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus- containing vaccine.

For 8th- 12th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.

Polio

For PK – 12th

4 doses of polio; one dose must be received on or after the 4th birthday.

However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.

MMR

The first dose of MMR must be received on or after the 1st birthday.

For PK - 3rd grade, 2 doses of MMR are required.

For 4th - 12th grade, 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine is required.

Hepatitis B

For PK – 12th, 3 doses are required

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

Varicella

For grades K – 3rd and 7th – 10th, 2 doses are required.

1 dose is required for all other grade levels.

For any student who receives the first dose on or after 13 years of age, 2 doses are required.

Meningococcal

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

Hepatitis A

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

For grades PK – 3rd, 2 doses are required

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

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

HOMEBOUND

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

The District reserves the right to appoint the homebound instructor.

HOMELESS STUDENTS

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a student who is homeless to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing. If a student who is homeless in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law

allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district. A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

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

HOMEWORK

An explanation of the homework plan will be sent home by each grade level / subject teacher (K-4).

HONOR ROLLS

Perfect Attendance

In order to qualify for this award, a student should have 0 absences and no more than a total of 3 tardies or early dismissals for all year according to office records.

Perfect, Perfect Attendance

In order to qualify for this award, a student should have 0 absences and have no tardies or early dismissals for all year according to office records.

Honor Roll

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

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

IN-SCHOOL SUSPENSION

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

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

While a student is in ISS or OSS, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if it is part of a child abuse investigation. In other circumstances, the principal will:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, unless the interviewer raises what the principal considers to be a valid objection.

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation. Education Code 37.0012(d)–(f) Family Code 52.01(a), 58.0021, 58.0022; Chapter 262 GRA(LEGAL) and (LOCAL) 2021-2022 TASB Model Student Handbook © 2021 by Texas Association of School Boards, Inc. All rights reserved. 115 Text Editorial Notes and References
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court to take a student into custody. Before a student is released to a legally authorized person, the principal will verify the person’s identity and, to the best of his or her ability, will verify the person’s authority to take custody of the student.

The principal will immediately notify the superintendent and will attempt to notify the parent, unless the legally authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student’s release to a legally authorized person, any notification will most likely be after the fact.

LOCK DOWN PROCEDURES

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

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

LIMITED ENGLISH PROFICIENT STUDENTS

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

To determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at Standardized Testing on page 138, may be administered to an English learner up to grade 5. In limited circumstances, a student’s LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student’s ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

LIBRARY

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

LOITERING

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

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

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. The following areas are open to students before school, beginning at _____ a.m. Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus. Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

Lost and Found

A “lost and found” collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing personal items of high monetary value, as the district is not responsible for the lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MEDICINE AT SCHOOL

A student who must take prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled container, to the school nurse. The school nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

MEETING OF NONCURRICULUM-RELATED GROUP

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

MENTAL HEALTH SUPPORT

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;

- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

OFFICE (936)858-7170

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

The Protection of Pupil Rights Amendment (PPRA) provides parents certain rights regarding participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. A parent has the right to consent before a student is required to submit to a survey funded by the U.S. Department of Education that concerns any of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged relationships, such as with lawyers, physicians, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility for a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for more information.]

“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information
The PPRA gives parents the right to receive notice and an opportunity to opt a student out of:

Activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information to others.

Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law.

Protected information surveys of students and surveys created by a third party; • Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and • Instructional material used as part of the educational curriculum.

PEST CONTROL INFORMATION

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

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact Kim Bradshaw, the districts IPM coordinator, at 936-858-7104.

PHONE CALLS

The telephone is for business purposes and emergency use only. Students will not be allowed to use the phone for personal reasons, (i.e. bringing of books, homework, lunch money, absence notes, etc.) nor will students be called to the phone during the day. Messages for students will need to be left with the office secretary, and they will be delivered to the student.

Messages concerning pickups, rides, etc shall not be delivered to the student after 2:30. Students having doctor or dental appointments shall stay in class until the parent/guardian/or authorized person to pick up student come to the office and signs the student out.

PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Coach Gamble to obtain the results of his or her child's physical fitness assessment conducted during the school year.

PLEDGES

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

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first class period when September 11 falls on a regular school day.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instruction or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or mediation 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, the recommendation of the student's teacher, the score received on any criterion referenced or state-mandated assessment, and any other necessary academic information as determined by the district. Students must pass four of the five core subjects: Reading, Language Arts, Math, Science and Social Studies in order to be promoted to the next grade.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) 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 STAAR.

In accordance with Alto I.S.D. policy regarding academic achievement, retention, and promotion (EIE), the following will be adhered to:

In grades 1 - 8, promotion to the next grade level shall be based on the following criteria:

- An overall numeric average of 70 on a scale of 100 on course-level standards (TEKS) for all subject areas and a grade of 70 or above in four subjects to include reading, math, language arts, science, and social studies;
- Successful passage of state-wide assessment instruments (STAAR) at the appropriate grade level.

In the event a student does not earn promotion to the next grade level, the district shall reserve the right to decide if the student should be retained at the previous grade level when:

- The student's grade placement committee (GPC) determines that it would be in the student's best interest to be retained at the same grade level.

Criteria to be considered for this decision include:

- Recommendations from the student's teachers; and
- Observed social and emotional development of the student.

The above provisions shall apply unless:

- The student is twelve (12) years old retained in grade 5; or
- The student is fifteen (15) years old retained in grade 8.

PUBLICATIONS

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

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

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety

purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Three early leaves will equal one absence for perfect attendance purposes. Early leaves will be brought to Truancy Court.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. State rules require the parental consent before any student leaves campus for any part of the school day.

Remote Instruction The district may offer remote instruction when authorized by TEA.

All district policies, procedures, guidelines, rules, and other expectations of student behavior will be enforced as applicable in a remote or virtual learning environment.

SATURDAY SCHOOL

We will have Saturday School as a discipline option, if needed, once each month.

SEARCHES

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches. District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors. In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property. Students are responsible for any item found in district

property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct. Metal Detectors (All Grade Levels) To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities. Telecommunications and Other Electronic Devices (All Grade Levels) Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.] Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See Electronic Devices and Technology Resources on page 70 and policy FNF(LEGAL) for more information.]

Drug Detection Dogs

The district may use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district 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 Candis Mabry at 936-858-7170.

The Texas State Library and Archives Commission's Talking Book Program provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

List of programs: 1) *Gifted/Talented*; 2) *English as a Second Language*; 3) *Title I*; 4) *Dyslexia*; and 5) *Special Education*; 6) *504*

STUDENT RECORDS

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

STUDENT REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report Cards

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least twice every quarter. These will be passed out the following Thursday after the end of the six weeks. Report cards will be sent home on October 31, 2021, January 13, 2022, March 24, 2022, and May 25, 2022. **Report cards MUST be signed by the parent and should be returned to your child's teacher within two school days.**

Progress Reports

Every three weeks of each grading period you will be given written notice if your child's performance in any course in English language arts, reading, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. Please call (858 – 7140) or come by the office to schedule an appointment. Progress reports will be sent home on September 9, 2021, September 30, 2021, November 11, 2021, November 11, 2021, December 9, 2021, February 3, 2022, February 24,

2022, April 14, 2022, and May 5, 2022. **Progress reports MUST be signed by the parent and returned to your child's teacher within two school days.**

SUBSTITUTE TEACHERS

From time to time situations arise that require regular classroom teachers to be absent from duty. At times such as these, substitute teachers may be employed by the district. A substitute teacher is a guest on our campus. A substitute teacher is on call and has the option to turn down a request for service. Students are expected to treat substitute teachers with courtesy and respect at all times. Failure to do so may result in disciplinary action.

SUMMER SCHOOL

Summer school services will be provided during the month of June as per board policy. Students who have not passed the state mandated test will have the opportunity to participate in a remediation class. Students who have not met the attendance requirement of 90% attendance will be invited to summer school.

TARDIES

There are few, if any, reasons to be late to class. A student who is late getting to school will need to report to the office for a tardy slip. Tardies are a part of the attendance policy, and therefore, **3 Tardies = 1 unexcused absence**, and shall be enforced in accordance with the Truancy Policy mandated in the Texas Education Code. Tardies will be handled by the principal. Appropriate disciplinary action will begin on the first tardy to school or class. **Tardiness will affect perfect attendance awards.**

TESTING

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

Grade 3 – math and reading

Grade 4 – math and reading

Grade 5 – math, reading, and science

Grade 6 – math and reading

Grade 7 – math, and reading

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

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child. 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.

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.

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

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. ***Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report***

the damage to the teacher at the beginning of the year on the textbook sign-off sheet. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

TOBACCO & E-CIGARETTES PROHIBITED

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities.

TRANSPORTATION- School Sponsored

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

TRUANCY

Warning notices

- (a) A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school /ear that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period: (1) the student's parent is subject to prosecution under Section 25.093; and (2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.
- {b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days, or parts of days, within a four-week period. The notice must:
 - (1) inform the parent that: (A) it is the parent's duty to monitor the student's school attendance and require the student to attend school; and (B) the parent is subject to prosecution under Section 25.093; and
 - (2) request a conference between school officials and the parent to discuss the absences.
- (c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094.
- (d) In this section, "parent" includes a person standing in parental relation.

Failure to attend school

- (a) An individual commits an offense if the individual: (1) is required to attend school under Section 25.085; and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.
- (b) An offense under this section may be prosecuted in: (1) the constitutional county court of the county in which the individual resides or in which the school is located, if the county has a population of two million or more; (2) a justice court of any precinct in the county in which the individual resides or in which the school is located; or (3) a municipal court in the municipality in which the individual resides or in which the school is located.
- (c) On a finding by the county, justice, or municipal court that the individual has committed an offense under Subsection (a) or on a finding by a juvenile court in a county with a population of less than 100,000 that the individual has engaged in conduct that violates Subsection (a), the court may enter an order that includes one or more of the requirements listed in Article 45.054, Code of Criminal Procedure, as added by Chapter 1514, Acts of the 77th Legislature, Regular Session, 2001.

- (d) If the county, justice, or municipal court believes that a child has violated an order issued under Subsection (c), the court may proceed as authorized by Article 45.050, Code of Criminal Procedure (d-1). Pursuant to an order of the county, justice, or municipal court based on an affidavit showing probable cause to believe that an individual has committed an offense under this section, a peace officer may take the individual into custody. A peace officer taking an individual into custody under this subsection shall:
 - (1) promptly notify the individual's parent, guardian, or custodian of the officer's action and the reason for that action;
 - and (2) without unnecessary delay: (A) release the individual to the individual's parent, guardian, or custodian or to another responsible adult, if the person promises to bring the individual to the county, justice, or municipal court as requested by the court; or (B) bring the individual to a county, justice, or municipal court with venue over the offense.
- (e) An offense under this section is a Class C misdemeanor.
- (f) It is an affirmative defense to prosecution under this section that one or more of the absences required to be proven under Subsection (a) was excused by a school official or should be excused by the court. The burden is on the defendant to show by a preponderance of the evidence that the absence has been or should be excused. A decision by the court to excuse an absence for purposes of this section does not affect the ability of the school district to determine whether to excuse the absence for another purpose.
- (g) It is an affirmative defense to prosecution under this section that one or more of the absences required to be proven under Subsection (a) was involuntary. The burden is on the defendant to show by a preponderance of the evidence that the absence was involuntary.

Parent contributing to non-attendance

- (a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.
- (b) The attendance officer or other appropriate school official shall file a complaint against the parent in:
 - (1) the constitutional county court of the county in which the parent resides or in which the school is located, if the county has a population of two million or more;
 - (2) a justice court of any precinct in the county in which the parent resides or in which the school is located; or
 - (3) a municipal court of the municipality in which the parent resides or in which the school is located.
- (c) An offense under Subsection (a) is a Class C misdemeanor. Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. If the court orders deferred disposition under Article 45.051, Code of Criminal Procedure, the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral.
- (d) A fine collected under this section shall be deposited as follows:
 - (1) one-half shall be deposited to the credit of the operating fund of, as applicable:
 - (A) the school district in which the child attends school;
 - (B) the open-enrollment charter school the child attends; or
 - (C) the juvenile justice alternative education program that the child has been ordered to attend; and
 - (2) one-half shall be deposited to the credit of:
 - (A) the general fund of the county, if the complaint is filed in the justice court or the constitutional county court; or
 - (B) the general fund of the municipality, if the complaint is filed in municipal court.
- (e) At the trial of any person charged with violating this section, the attendance records of the child may be presented in court by any authorized employee of the school district or open- enrollment charter school, as applicable.

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

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

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

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

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

Attendance for Credit

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).
- The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

State law and Board policy permit certain absences, including:

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

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

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

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

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

A juvenile court proceeding documented by welfare authorities.

An absence required by state or local policy.

A family emergency or unforeseen or unavoidable instance requiring immediate attention

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

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

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence.

Doctor's Note after an Absence for Illness

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

Late arrival to school/tardiness

Any student who arrives at school after class has started must report to the office before going to class. Tardiness to class is considered a serious problem that will not be tolerated. Tardiness creates class disruption which causes the students to lose valuable instructional time. Students are to report to the gym each day for the Morning Meeting no later than 7:50. Any arrival after that time will be considered a tardy. If an excessive number of tardies are recorded, the parent(s) will be contacted. Excessive tardiness will be presented in truancy court.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another. The superintendent is authorized to investigate and approve transfers between schools.

VALUABLES

Students are cautioned not to bring valuable items or large amounts of money to school or on field trip, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

VANDALISM

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

VIDEO CAMERAS

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

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal who the district has designated to coordinate the implementation of and compliance with this law. [See policy EHBAF(LOCAL) for more information.]

[For video and other recording by parents or visitors to virtual or in-person classrooms, see Consent to Video or Audio Record a Student when Not Already Permitted by Law.

VISITS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office, provide valid ID, and get a visitor's tag before entering the building.

Individuals may visit classrooms during instructional time are permitted only with approval of the principal and teacher and so long as duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted. [For video and other recording by parents or visitors to virtual or in-person classrooms, see Consent to Video or Audio Record a Student when Not Already Permitted by Law.

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

VOLUNTEERS

The district invites and appreciates the efforts of volunteers who are willing to serve our district and students.

If you are interested in volunteering, please contact:

Kaylynn Hinson
Secretary to the Superintendent
244 County Road 2429 Alto, TX 75925
dkinson@alto.esc7.net
Tel: 936.858.7100

UNAUTHORIZED PERSONS

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL).

WEAPONS

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

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the office. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

Withdrawal Procedures

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

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