

2019-2020



ALBA-GOLDEN ISD SECONDARY STUDENT HANDBOOK

APPROVED BY BOARD OF EDUCATION

AUGUST 2019



TABLE OF CONTENTS

ACADEMIC DISHONESTY/CHEATING/PLAGIARISM.....	22
ACCIDENTS AND OTHER EMERGENCIES.....	67
ADDRESS CHANGES	66
ANNOUNCEMENTS.....	64
ARMED SERVICE VOCATIONAL APTITUDE TEST.....	95
ARRESTED STUDENTS.....	25
ASBESTOS MANAGEMENT.....	109
ASSEMBLIES.....	65
ASSESSMENT FOR GRADES 6-12.....	88
ATTENDANCE POLICY.....	72—78
BACTERIAL MENINGITIS.....	58
BELL SCHEDULE.....	110
BOARD OF TRUSTEES/ADMINISTRATION	03
CAFETERIA AND SNACK BAR.....	70
CAP AND GOWNS.....	94
CHAIN OF COMMAND POLICY.....	02
CHECK ACCEPTANCE POLICY.....	72
CLASS MEETINGS.....	65
CLASSIFICAITON FOR PHYSICAL EDUCATION.....	85

CLASSIFICATIONS FOR HIGH SCHOOL STUDENTS.....	88
CLOSED CAMPUS.....	89
COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID.....	95
COLLEGE ENTRANCE REQUIREMENTS.....	94
COLLEGE PLACEMENT TEST.....	95
COLLEGE VISIT.....	90
CONCURRENT DUAL CREDIT CLASSES.....	90
CONSEQUENCES OF OFFENSES BY LEVEL.....	25-47
CORPORAL PUNISHMENT.....	49
CORRESPONDENCE COURSES.....	90
CRITERIA FOR CLASS FICER, FAVORITES, HOMECOMING QUEEN/COURT.....	69
DANGEROUS ITEMS POLICY.....	61
DETENTION.....	47
DIETARY SUPPLEMENTS.....	56
DISCIPLINE MANAGEMENT PLAN/CODE OF CONDUCT.....	06
DISTRICT PLAN.....	04
DRESS CODE.....	12-13
DRUG TESTING.....	57
EARLY GRADUATES.....	91-92
ELECTRONIC DEVICES, CELL PHONES.....	61
ELEMENTARY PLAYDAY.....	70
EMERGENCY CRISIS/TORNADO WARNING/SAFETY.....	21

ENROLLMENT FROM PRIVATE OR HOME SCHOOL.....	19
EQUAL EDUCATION OPPORTUNITIES.....	09
EXEMPTIONS.....	80
EXTRA CURRICULAR AND ACADEMICS ATTENDANCE.....	77
FIGHTING.....	25
FOOD ALLERGIES.....	71
FUND RAISING.....	62
GANG FREE ZONE AND OTHER PROHIBITED ORGANIZATIONS.....	61
GOVERNMENTAL AUTHORTIES.....	23-25
GRADING PROCEDURE.....	95—97
GRADUATION PROGRAMS.....	81-83
GRADUATION REQUIREMENTS.....	81
GRADUATION.....	94
GUIDANCE COUNSELOR.....	66
GUIDELINES FOR ASSESSING DISCIPLINE.....	23
GUIDELINES FOR CREDIT BY EXAM.....	87
HAIR CODE.....	14
HALLS AND CLASSROOMS.....	72
HANDICAPPED STUDENTS.....	86
HARASSMENT /SEXUAL ABUSE/RACE/COLOR/RELIGION/NATIONAL ORGIN.....	60
HAZING, BULLYING, TAUNTING BEHAVIORS.....	51-54
HEAD LICE CONTROL.....	58

HOMELESS STUDENTS.....	86
HOMELESS STUDENTS.....	09
HOMEWORK POLICY.....	95
HONOR COURSES QUALIFICATIONS.....	85
HONOR GRADUATES.....	93
HONORS PLACEMENT.....	85
IMMUNIZATIONS.....	67
INTEGRATED PEST MANAGEMENT.....	110
INVITATIONS AND CLASS RINGS.....	94
LASER POINTERS.....	62
LEAVING CAMPUS.....	79
LIBRARY BOOKS.....	65
LOITERING.....	51
MAKE UP WORK FOR EXCUSED ABSENCES.....	74-76
MARRIED STUDENTS.....	67
MEDICINE AT SCHOOL.....	55
NONDISCRIMINATION STATEMENT.....	80
OFFICE HOURS.....	64
ON CAMPUS SUSPENSION.....	48
OPEN RECORDS.....	66
OPTIONS AND REWUIREMENTS FOR ASSISTANCE TO STUDENTS WITH LEARNING DIFFICULTIES /SPECIAL EDUCATION SERVICES.....	11

OUT OF STATE TRANSFERS.....	86
PARENT AND FAMILY ENGAGEMENT POLICY.....	113-118
PARENT SCHOOL COMPACT.....	111-12
PARTICIPATING IN GRADUATION ACTIVITIES.....	94
PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, FIELD TRIPS.....	77
ODYSSEY WARE PROGRAM/DISTANCE EARNING.....	91
PEP RALLIES.....	65
PERMISSION TO LEAVE SCHOO.....	66-67
PERSONAL ITEMS.....	65
PHYSICAL EDUCATION WAIVER.....	86
PHYSICAL EXAMINATIONS/HEALTH SCREENINGS.....	57
POLICY FOR SCHOOL BUS RIDERS.....	15-18
PREGNANT STUDENTS.....	67
PROCEDURE FOR CALCULATING GPA.....	93
PROCEDURE FOR WHEN A STUDENT IS ABSENT.....	74
PROGRESS REPORTS TO PARENTSS.....	80
PROM.....	14
PROMOTION REQUIRED.....	88
PSYCHOTROPIC DRUGS.....	57
PUBLICATIONS.....	63
REPORT CARDS.....	80
RETENTION.....	89

RULES FOR SCHOOL SPONSORED PARTIES/DANCES.....	69
SCHEDULE CHANGES.....	66
SCHOOL HEALTH ADVISORY COUNCILS.....	58
SCHOOL TRIPS.....	70
SEARCHES.....	61
SECTION 504.....	09
SENIOR TRIP.....	70
SEXTING.....	98
SPECIAL PROGRAMS/ESL/GT.....	98
STERIODS/SUPPLEMENTS.....	55
STUDENT CODE OF CONDUCT.....	20
STUDENT CONDUCT EXPECTATIONS.....	22
STUDENT FEES.....	14
STUDENT INTERPERSONAL CONTACT.....	50
STUDENTS CARS AND VEHICLES.....	68
STUDENTS RIGHTS AND RESPONSIBILITIES.....	07
SUBSTITUTE TEACHERS.....	64
SUICIDE AWARENESS/MENTAL HEALTH.....	58
TARDIES.....	79
TECHNOLOGY ACCEPTABLE USE POLICY.....	98—109
TELEPHONE CALLS.....	65
TOBACCO, ILLICIT DRUGS, ALCOHOL.....	50

TRAINED DOGS.....	61
TRANSFER STUDENTS.....	25
TYLER JUNIOR COLLEGE TOP 10.....	94
UNIVERSITY INTERSCHOLASTIC LEAGUE.....	97-98
VENDING MACHINES.....	71
VISITORS.....	90
WITHDRAWALS.....	66

To Parents:

Your objective as a parent and the objectives of the school in respect to your students are the same – to give him/her the best possible guidance toward the achievement of his/her capabilities. To accomplish this goal, full cooperation between home and school is essential. The following suggestions are intended to help you make the fullest contribution to your child's success in school.

- 1. REGULAR AND PUNCTUAL ATTENDANCE is the greatest single factor in school success: Therefore, your first concern should be to see that your student attends regularly.**
- 2. You can contribute greatly to your child's success in school by ENCOURAGING HOME STUDY. Even though written work may not always be assigned, there is usually some studying to be done at home in each subject.**
- 3. A WHOLESOME ATTITUDE TOWARD SCHOOL and a confidence in your student's teachers are essential for the student's maximum success in school. The wise parent, therefore, will bring any questions and problems to the teacher or to the principal, and should refrain criticizing the school to the student.**
- 4. You may further help your student by:**
 - A. Knowing your child's teacher.**
 - B. Scheduling a conference with the teacher if problems or questions arise. A personal visit is always more effective than a phone call.**
 - C. Calling the office to report absences.**
 - D. Writing full explanations with dates of absences and signing them yourself.**
 - E. Requiring a report card for each six-week period.**
 - F. Refraining from telephoning students during school hours except in the case of an emergency.**
 - G. Reading and becoming familiar with the contents of this handbook.**
 - H. Encouraging participation of recitation of pledges. (To be excused from participation the parent/guardian must request in writing SB83)**

CHAIN OF COMMAND POLICY

Parents, we realize because of certain situations and/or circumstances that could arise throughout the year, you might feel it necessary to visit our campus. The Alba-Golden School welcomes and encourages parental involvement. We do request if you have a problem or a concern that needs to be brought to our attention, that you please follow the necessary steps in our Chain of Command Policy as follows:

Step 1: If a teacher or staff member is involved, allow them, first the opportunity to try and explain or clarify the situation or problem through a parent conference.

Step 2: Inform the principal if you are not satisfied with the results of step one.

Step 3: Inform the Superintendent.

Step 4: Inform the School Board by putting your concern on the agenda at the next school board meeting. This must be done through the Superintendent's office.

BOARD OF TRUSTEES

President: Jason Stovall

Vice-President: Mike Ragsdale

Secretary: Joe Carr

Members: Jackie Staley, Chad Daily, Dwayne Thompson

ADMINISTRATION OFFICES

Superintendent: Mr. Dwayne Ellis

High School Principal: Mr. Michael Mize.

Academic Advisor High School : Amanda Galyean

Junior High Principal: Brandon Bohannon

Counselors: Secondary, Mrs. Starla Bryant

Curriculum Director: Mrs. Deitra Bizzell

Secondary Secretary/Registrar - Mrs. Gail Galyean

Attendance Clerk/PEIMS-Mrs. Annette Chaney

Athletic Director: Drew Webster

SCHOOL PHONE NUMBER: 903-768-2472

Secondary school fax # 903-768-2303

**ALB A-GOLDEN ISD
DISTRICT**

**250-906
CO. /DISTRICT #**

**VII
REGION**

**DWAYNE ELLIS
SUPERINTENDENT**

**Jason Stovall
BOARD PRESIDENT**

DISTRICT MISSION STATEMENT:

The mission of the Alba-Golden Independent School District is to provide the best educational system in the state for preparing the children of our district to live and work successfully in the changing future.

The Alba-Golden Independent School District is committed to the philosophy of providing a quality educational program that allows each student to realize his or her maximum potential in all core curriculum areas.

The district will provide quality instruction equitably to all students and will be accountable for demonstrated results and continuous improvement.

DISTRICT PERFORMANCE GOALS

- 1. Prepare all students in grades pre-kindergarten-12th for postgraduate opportunities.**
 - a. Continue vertical/horizontal alignment of curriculum.**
 - b. Improve overall test scores for all students.**
 - c. Increase student participation in advanced courses.**
 - d. Address the transition of students for element to junior high to high school grade levels.**
 - e. Address the vocational needs of students.**
 - f. Maintain dropout rate of 1% or below.**
- 2. Enhance communication among the community, parents, and staff.**
- 3. Address facilities needs and state requirements. (Outline options to meet Alba-Golden facility needs and growth requirements.)**

VISION STATEMENT

Our community (the board, the educators, the staff, the students, and the citizens) is unified, informed . We are dedicated to providing new ideas and encouraging change for the betterment of education and the future of our children.

Every Student.

- **Upon graduation, will be prepared to be productive to society.**
- **Is challenged to reach his or her full potential.**
- **Has a solid foundation in reading, writing, calculation, science, the arts, critical and creative thinking.**
- **Has high moral and ethical standards.**
- **Is happy and well adjusted.**

Every teacher is equipped, prepared, and willing to meet the individual needs of each student.

Our facilities (the center of community life and learning) are modern, well kept, spacious, and provide a sense of pride for the students and the community.

Alba-Golden schools will have a bright, happy, safe atmosphere with high academic, social, and vocational expectations.

As required in Senate Bill 1, 1998, Alba-Golden I.S.D. has developed a Discipline Management Plan and Student Code of Conduct. This document has been approved by our local Board of Trustees and by the Texas Education Agency for implementation with the 2002-2003 school terms. Parents of each student have or will receive a copy of the plan, and by law, must become familiar with its contents.

CONFIDENTIALITY/DIRECTORY INFORMATION

Alba-Golden ISD may from time to time provide directory information which may include:

1. Student's name
2. Student's Address
3. Student's Telephone Number
4. Student's Date of Birth
5. A and A/B Honor Roll

Information may be provided for sporting event programs, ASFAB information, Balfour, etc. There is a form in the student enrollment forms to opt out of releasing student information.

MANDATORY MOMENT OF SILENCE AND PLEDGES TO U.S. AND TEXAS FLAGS

The Legislature has passed and the Governor has signed Senate Bill 83 which amends Texas Education Code Section 25.082 and requires recitation of pledges to the U.S. and Texas flags followed by a moment of silence each day in school.

Old Section 25.082(b) permitted school districts to provide a period of silence at the beginning of the first class of each school day for student reflection or meditation.

The new provisions of Section 25.082 mandate that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must "ensure" that each student remains silent and does not "in a matter that is likely to interfere with or distract another student." An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student's parent or guardian provides written request. These mandatory changes apply beginning with the 2003-2004 school years.

ALBA-GOLDEN INDEPENDENT SCHOOL DISTRICT STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENT COMPLAINTS

AGGRIEVED	<p>A student aggrieved by a violation of constitutional, statutory, or common law right, or a violation of a rule adopted by the State Board of Education, or a policy adopted by the Board shall be afforded a hearing before the Board in accordance with applicable law. However, this provision shall not be construed to create an independent right to a hearing before the Board in addition to hearings required by law.</p> <p>19TAC612.231 (b) (c) (2) (a)</p>
EXCLUSIONS	<p>Student complaints regarding instructional materials, loss of credits on the basis of attendance, removal to alternative educational programs, or prior review of non-school sponsored materials intended for distribution to students shall be addressed first by those procedures before addressing the Board at Level Three under this policy.</p>
PURPOSE	<p>The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, handicap, or Limited English Proficiency.</p>
PRESENTATIONS AND HEARINGS	<p>In most circumstances, the student shall be entitled to Administrative conferences and informal presentation of the complaint to the Board.</p>

REPRESENTATIONS	<p>The student may be represented by an adult at any level of the complaint.</p> <p>If the complaint involves a problem with a teacher, the student shall in most circumstances, be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.</p>
LEVEL ONE	<p>A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.</p>
LEVEL TWO	<p>If the outcome of the conference with the principal is not to the student's satisfaction, the student has ten calendar days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.</p>
LEVEL THREE	<p>If the outcome of the conference with the Superintendent or designee is not to the student's satisfaction, the student may submit to the Superintendent a written request to place the matter on the agenda.</p>
EXECUTIVE SESSION	<p>If the complaint involves complaints or charges about the employee it shall be heard by the Board in executive session unless the employee complained about request it to be in public.</p>

TITLE IX The District designate the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Jennifer Wigington

Position: Special Programs

Address: 1373 CR 2377, Alba Texas 75410

Telephone: 903-768-2472 #1104

HOMELESS STUDENTS:

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family. A Family Survey is sent each year with enrollment papers.

SEXUAL HARASSMENT

For student complaints alleging sexual harassment or offensive intimidating conduct of a sexual nature, see FNCJ

SECTION 504 The District designate the following employees to coordinate its efforts to comply with section 504 of the Rehabilitation Act of 1973 as amended:

Name: Amanda Galyean, Academic Advisor HS 903-768-2472 #1208
Starla Bryant JH Counselor 903-768-2472 #1202

Address: 1373 CR 2377 Alba, Texas 75410

Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que
Tienen Dificultades de Aprendizaje o que Necesitan o
Pueden Necesitar Servicios de Educación Especial

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un periodo razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities)*.

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto:

Amanda Galyean, Academic Advisor HS

Número de teléfono: : 903-768-2472 ext 1208

Starla Bryant- JH Counselor

Número de teléfono: 903-768-2472 # 1202

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation or 504 evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 15 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. For additional information see revision TASB 2018.

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

Contact Person: Tracy Browning , 903-768-2472 #1303

Amanda Galyean, Academic Advisor 903-768-2472 #1208

Starla Bryant, Counselor Junior High 903-768-2472 #1202

DRESS CODE

Alba-Golden I.S.D. has a goal for all students to demonstrate good grooming and pride in appearance. To ensure success, as a student, dress should not distract from learning, attract undue attention, or be exotic in nature. The collaborative efforts of the Site Based Decision Making Committee, in conjunction with the following guidelines, will assist us in establishing a positive learning environment.

THIS DRESS CODE IS APPLICABLE AT ALL SCHOOL FUNCTIONS WHETHER AT OUR CAMPUS OR AWAY.

All Students:

- Are to dress in a safe, neat, and respectable fashion.
- Are to wear shirts and blouses that are long enough to cover the midriff area of the body.
- Are to wear shorts, skirts, and dresses that must reach the kneecap when the student is standing.
- Are to button primary shirts and blouses from the first button below the collar downward (girls must have cleavage covered and no low cut blouses or tops are allowed).
- Are to wear proper undergarments which are never visible.
- Are to keep hair clean and neatly groomed.
- Are to wear appropriate shoes. No cleats, metal taps, steel-toe boots, flip-flops, heelies or house shoes. All sandals must have a heel strap.

SPECIFICALLY PROHIBITED ARE:

- Extremely tight fitting attire specifically including jeggings, leggings, yoga pants, or clothing made with spandex material.
- Excessively long or loose clothing that results in sagging.
- Any jeans/pants/trousers that do not fit correctly. Clothes are not to be worn in a manner that exposes undergarments. Waistbands are to be worn at the waist.
- Hip-huggers, "low-ride" jeans, or those deemed inappropriate by the principal.
- Athletic shorts, sweat pants, and wind pants that do not constitute a regular fit.
- Articles of clothing advertising alcoholic beverages, drugs, or tobacco.

- Articles of clothing with “off color” or rude slogans, double engenders, are occult or gothic in nature, or pictures of people dressed in a manner not consistent with good taste outlined in this policy.
- Sleeveless shirts or blouses, tank tops, and tube tops.
- Caps, hats, bandanas, or sweat bands.
- Hoods connected to coats, jackets, or “hoodies” may not be worn inside any school building.
- Jewelry: Ear adornments by male students. Jewelry that is excessive such as chains worn at the waist, spikes, ball necklaces or jewelry that is distracting. Jewelry is not encouraged due to accessibility to theft.
- Body piercings: Modest ear piercings are allowed for female students only. Piercings in the eyebrow, nose, lip and tongue are not allowed. Students are not allowed to wear spacers or cover piercings with band-aids. The fad of body piercing is distracting and therefore prohibited.
- Beards, mustaches, goatees, or sideburns below the earlobe.
- Make-up that is excessive or distracts from the learning environment.
- Jeans/Pants that have holes or tears that reveal skin or undergarments.
- Pajamas of any kind.
- Specifically prohibited are garments or items, which the principal’s judgment, may be reasonably expected to interfere with the normal school operations.

VIOLATIONS WILL BE VIEWED AS PURPOSELY DISRESPECTING AND DISREGARDING TO THE SCHOOL POLICY AND WILL BE REFERRED TO THE OFFICE.

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

Dress Code for Special Events and/or Graduation:

It is our intention that the students of Alba-Golden understand the importance of these special events and the dress code associated with such ceremonies.

Academic Banquet

Male students: Dress slacks, dress shirts, (tie preferred). Dress shoes or polished boots. No tennis shoes.

Female Students: Nice dress that meets regular dress code in regards to style and length. No tennis shoes. No flip flops.

Graduation Ceremonies High School Graduation: black dress shoes or black boots that are polished. No army boots, thick soles that lace up. Ladies will wear appropriate type of dress under graduation gown. Men will wear dress slacks or dark jeans, dress shirt with white collar. Tie must be worn. (No tennis shoes)

It is our hope that these guidelines will help in providing a learning environment where every student is comfortable and learning can occur without undue distractions.

Prom

The Alba-Golden Board of Trustees voted in April 2014, that the prom will be turned over to the parents, releasing any and all liability from the school.

HAIR CODE

All students are to wear their hair clean, well groomed and out of the eyes. Male students' hair must not extend below the top of the collar of a dress shirt buttoned to the top button. **Hair will not extend below the top of the ear.** Hair will not extend below the eyebrow or in the face of males or females. Hair must also be cut proportionally in length so as one part is not excessively longer than the other. (NO MOHAWKS). Unusual or distracting styles of haircuts will not be permitted (this includes off-color styles, bleaching of hair, dying all or part of the hair and any individually spiked hair). This is an inappropriate way to receive attention.

Girls must adhere to policy in that they will not be allowed to display unusual, excessively ornate, distracting adornments, or hairstyles that bring counter-productive attention to themselves. This includes coloring/bleaching of hair that is not the natural hair color and highlighting that is excessive and off color.

With approval of the principal, sponsors, coaches or designee in charge of extra-curricular activities may regulate the dress and grooming of students who participate in their activities. All dress and grooming must adhere to the official Dress and Grooming Code of the Alba-Golden Independent School District.

The Dress and Grooming Code of Alba-Golden I.S.D. may not apply to every conceivable situation; however, when questions arise regarding dress and grooming, ***the Principal*** shall have final responsibility of determining whether or not the condition in question is in keeping with the intent of the official dress and grooming code. Failure to comply will result in immediate disciplinary action. (Approved by Alba-Golden I.S.D. School Board 5/6/1993)

Student Fees

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

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

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Parking fees and student identification cards.
- Fees for lost or damaged books, overdue library books.
- Fees for optional courses that are offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- Lost items such as textbooks, calculators, novels, workbooks, ID cards,
- Damages to school property.
- Cell phone fee of \$15.00 to get phone back.
- Items on loan from technology department such as lap tops etc...

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal.

POLICY STATEMENT ON SCHOOL BUS RIDERS

The following are policies and procedures to insure safe conduct on any Alba-Golden bus/ means of transportation. However, due to unforeseen situations, the campus principal may use more immediate procedures to remove a problem student in order to insure the safety of all students and the driver. Concerns may be addressed to Mrs. Shana Burge, Transportation Director.

GUIDELINES FOR STUDENT BEHAVIOR

Students riding the school buses are expected to observe the following rules and regulations:

PRIOR TO LOADING:

1. Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop.
2. Students will form a single line and wait until the bus comes to a complete stop before attempting to enter. **DO NOT PUSH AND SHOVE!**
3. Students are to refrain from any harassment of the public or damage to private or public property at the designated stop.
4. Students will use handrails to help board the bus safely.
5. Students will enter and exit from the front door or the bus unless there is an emergency.
6. Students may not ride home on another bus or get off at another location, unless parent calls ***transportation office before 2:30 p.m. to let the supervisor know. (903-768-2472 # 1106) you must push the # before the extension number.***

WHILE ON THE BUS:

1. Students will board and leave the bus in an orderly fashion.
2. Students will move promptly to their ASSIGNED SEAT. Seats may be assigned by the bus driver.
3. Students will remain seated until they reach their destination.
4. Students will not put any part of their body out of the window. They should keep hands, legs, and head inside the bus at all times.
5. Students shall not eat, or litter on the school bus. No food or drinks (cups, bottles, or cans) will be permitted on the bus.
6. Students will not open bus windows without permission of the bus driver.
7. Students will assist in keeping the bus safe, clean, and sanitary.
8. Students will not mar or damage the bus in any way. Bus riders should never tamper with the bus or any of its equipment. Students and/or parents shall be responsible for paying for damages to school property.
9. Students will keep books, packages, coats, and all objects out of the aisles.
10. Students will help look out for the safety and comfort of smaller children.
11. Students are expected to observe the rules of courteous, considerate behavior on buses at all times.
12. Smoking is not permitted on the bus by State Law. There will be NO smoking on the bus by anyone (adult or student) at any time. No alcohol or drugs will be permitted on the bus at any time.
13. Students will not throw anything out of the windows.
14. Fighting, profanity, vulgarity, loud noises and other aggressive behavior will not be tolerated on school buses.
15. Students should not leave books, lunches, or other articles on the bus.
16. In case of an emergency, all bus riders will remain on the bus unless directed by the bus driver to do otherwise.

LEAVING THE BUS:

1. The student will remain seated until the bus comes to a complete stop. DO NOT PUSH AND SHOVE!
2. Students will use handrails when getting off the bus.
3. Students will use front door unless an emergency requires the use of the emergency door.
4. All students will move away from the bus immediately upon leaving the bus (do not have your child stop to retrieve mail or any other items before entering home; this is very hazardous and the driver loses sight of the student).
5. If you must cross the street or road after leaving the bus, walk ahead of the bus about 5 steps; look to the driver for a signal to cross, and then walk quickly across the road after looking in both directions.
6. Older students should help look after the safety and comfort of the smaller children.
7. The driver will not discharge riders at any place other than the regular bus stop at the home or at school unless properly authorized by the parent or school official. The authorization should be hand written by parent/guardian.

EXTRA-CURRICULAR TRIPS:

1. All of the above guidelines will apply to all trips under school sponsorship.
 2. All bus riders shall respect the wishes of a competent chaperone appointed by the school. At least one chaperone will be on each bus.
 3. The care and operation of the bus is the responsibility of the driver and sponsor.
 4. A trip report will be prepared by each driver and submitted to the principal.
- In the absence of a specific rule for an offensive incident, the rule of reasonable, prudent judgment shall prevail.

BUS STUDENT DISCIPLINE PROCEDURES:

The Guidelines for Student Behavior is to be observed at all times by anyone riding an Alba-Golden Independent School District bus. Failure to do so will result in disciplinary action.

1. If a bus student misbehaves and does not respond to the driver's effort to bring the misbehavior under control, the driver will complete an incident report form and present it to the principal, and or the transportation director to ensure that safety is observed on the bus. The driver may suspend a student's riding privileges at his home stop or upon arrival at school. This suspension of riding privileges is to remain in effect until reinstatement by the appropriate principal occurs.
2. The principal will then take action to correct the situation and may use any disciplinary measure that he or she deems appropriate to the infraction.
3. Following appropriate disciplinary actions and if the problem is not solved, the principal then may suspend the student from bus privileges according to the efforts by driver and administration to bring misconduct under control.

Flagrant violations may be reported immediately to the appropriate principal for the action. Prior disciplinary measures are not required for the principal to take action on flagrant violations. If the **first** situation occurs that is of a serious nature, suspension can occur and could be permanent. Suspension for flagrant violations may be up to 20 school days on the first offense and the remainder of the semester or 30 school days on the second offense depending on the severity of the incident. Flagrant violations include, but are not limited to: Serious First Offenses as described in the district's Discipline Management Plan; and Serious Offenses as described in the district's Discipline Management Plan.

Upon suspension of riding privileges, parents will be informed by telephone or in person as soon as possible, giving the cause and extent of the suspension. For the student to regain riding privileges, at least one parent must have a conference with the appropriate principal.

The Jr. /Sr. High will follow the no tolerance policy in regards to safety on the buses. This is strictly due to age appropriateness.

BUS RIDING IS A PRIVILEGE!

Transportation

Disciplinary Slip

Student Name

Date of Incident

Driver Name

Bus Number

A.M. /P.M. Route

Warning for Elementary:

- ☐ One – Verbal warning only(depending on seriousness of offense)
- ☐ Two – Write sentences and turn tag
- ☐ Three – OCS during lunch and recess for three days
- ☐ Four – Sent to principal (possible removal from bus)

Warning for Jr. /Sr. High:

- ☐ One – Verbal warning
- ☐ Two – Sent to principal (removed from bus)

Driver's Report

- ☐ Failure to remain seated
- ☐ Destruction of property
- ☐ Fighting / pushing / tripping
- ☐ Eating / drinking / littering
- ☐ Unacceptable language
- ☐ Rude / discourteous / unnecessary noise
- ☐ Violation of safety procedures

Comments:

Parent Signature

"The safety of your children is our top priority."

POLICY STATEMENT ON ENROLLMENT OF STUDENT FROM PRIVATE OR CHURCH RELATED SCHOOLS AND HOME - SCHOOLED

Students seeking to enroll in the Alba-Golden Independent School District from church-related or private schools will be placed in a grade after consideration of the following items:

1. Accredited status of the school. (If the school is accredited by the Texas Education Agency, credits will be accepted at face value.)
2. Chronological age of the student.
3. Transcript from the private or church-related school.
4. STARR test results/scores for grade equivalence or Texas Tech placement test for appropriate grade/course.
5. Residency in the Alba-Golden district or approved as a transfer student.
6. Attendance records.
7. Portfolio evaluation.

Students may be assigned by a grade or class on a probationary status by the principal or counselor pending completion of the above items.

Students from home schools, private or church-related schools must meet all other requirements for enrollment.

STUDENT CODE OF CONDUCT

THE PURPOSE OF THE STUDENT CODE OF CONDUCT

The Student code of Conduct that follows is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may-or must-result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in or removal from a Disciplinary Alternative Education Program (DAEP), or expulsion from school.

The Student Code of Conduct has been adopted by the Alba-Golden ISD Board of Trustees with the advice of its District-level committee. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Student Code of Conduct will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of a Student Code of Conduct violation that may result in a student being suspended, removed to a DAEP, or expelled from the District.

In case of conflict between the Student Code of Conduct and the student handbook, the **Student Code of Conduct will prevail**. The Student Code of Conduct is adopted by the District's Board of Trustees and has the force of policy.

A copy of Chapter 37, Discipline Code from House Bill 1314 is available in the secondary office.

CONDUCT BEFORE AND AFTER SCHOOL

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

Emergency Crisis

The Alba- Golden ISD staff has been trained in periodic drills with local law enforcement to ensure everyone knows their role during a crisis. For the 2018-2019 school year the Board of Trustees has decided to move forward with trained staff to carry on campus. The following codes are used on campus for crisis procedures and for safety drills:

Code Yellow: Caution alert that requires supervision.

Code Orange: Heightened alert that requires supervision in between classes and at lunch. Doors will be closed and locked during the time of instruction. Emergency Crisis Procedure

Code Blue: Bomb threat that will require the evacuation of the buildings.

Code Green: Evacuation drill from a fire, gas leak, etc to a properly assigned area.

Code Red: Total school lockdown. Students will remain in class locked in with their teacher until the area is secure.

Safety drills are done throughout the year. We try to prepare our students and teachers for any emergencies that might come about. In an event that a crisis should occur the administration will notify the parents as soon as possible. The safety of your child and the children of the district are our first priority. Please make sure you update your phone information so you can be notified of any situations that occur. We have an app, a school to phone update, and our school Facebook page so you can be properly notified and informed about our school.

Tornado Warning

Once a Tornado warning has been issued by local weather experts or local law enforcement that includes Alba-Golden ISD, students will be placed under "shelter in place" status. Students will not be released until that warning has been cancelled or until the Superintendent, or campus Principal has released them. Busses will not run until the situation is all cleared.

SAFETY

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

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

ALBA-GOLDEN I.S.D. STUDENT CONDUCT

Students are expected to:

- 1) Demonstrate courtesy even when others do not.
- 2) Behave in a responsible manner, always exercising self-discipline.
- 3) Attend all classes, regularly and on time.
- 4) Prepare for each class; take appropriate materials and assignments to class.
- 5) Meet District and campus standards of grooming and dress.
- 6) Obey all campus and classroom rules.
- 7) Respect the rights and privileges of other students and of teachers and other District staff.
- 8) Respect the property of others, including District property and facilities.
- 9) Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- 10) Avoid violations of the Student Code of Conduct.

As required by law, the District has developed and adopted a Student Code of Conduct that establishes prohibited behavior standards--both on and off campus--and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

House Bill 552 – has extended the District’s disciplinary authority to other Texas school district’s property and to all school-related or school-sponsored activities. This includes all extra-curricular activities. The student code of conduct will not be superseded by any other policy. The other policy can however be added to the punishment.

ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

Academic dishonesty--cheating or plagiarism—is not acceptable. Cheating includes the copying of another student’s work--homework, class work, test answers, etc. and turning it in--as one’s own. Allowing another student to copy one’s homework, test, etc.-or doing work for another student so he/she can turn it in as if it were his/her own is another form of cheating. Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as other possible disciplinary penalties, according to the Student Code of Conduct. Grade reduction will be in compliance with EIS (Local) and EIAB (Local).

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES:

When imposing discipline, district personnel shall adhere to the following general guidelines:

- 1) Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
- 2) Students shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include, but are not limited to the following:
 - A. Seriousness of the offense;
 - B. Student's age;
 - C. Frequency of misconduct;
 - D. Student's attitude;
 - E. Potential effect of the misconduct on the school environment;
 - F. Whether or not it is a repeat of a previous offense.

GOVERNMENTAL AUTHORITIES

Questioning of Students:

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

- 1) The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- 2) The principal will ordinarily make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- 3) The principal will ordinarily be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody:

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

- 1) To comply with an order of the juvenile court;
- 2) To comply with the laws of arrest;

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

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

The District is also required by state law to notify:

- 1) All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- 2) All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

Interrogations and Searches: FNF (Local) Policy

School officials may search a student's property with reasonable or probable cause or

the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search when driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

Areas such as lockers, which are owned and jointly controlled by the district, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function, which is prohibited by the district.

Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

*Alba-Golden Schools work with a drug dog for any unannounced investigations. Drug dogs are used at school and school activities.

Arrested Students

If a district student is subject to arrest or apprehension by a law enforcement officer at school, the principal shall request to see the summons or warrant and shall deliver the student into the officer's custody. The principal shall immediately notify the parents and Superintendent.

Transfer Students

The district has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

Fighting

House Bill 1314 states that Districts should state whether "self-defense" is considered as a factor in a discipline decision. Alba-Golden will adhere to the "zero tolerance" approach to any physical aggression toward any student or employee. Therefore, "self-defense" is not a consideration. Students are strongly encouraged to bring problems to any authoritative person.

Listing of Offenses and Consequences by Level

Level I Offenses

Level I act of misconduct may include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. Each campus will use individual plans of discipline to monitor the level of offense. The following is a non-inclusive list of behavior infractions:

1. Being tardy to class.
2. Refusing to follow classroom rules.
- 3.. Refusing to participate in classroom activities or fulfill assignments.
4. Failure to bring appropriate material to class.
5. Possessing and/or using nuisance items.
6. Eating, drinking, or gum chewing in an undesignated area.
7. Disruption of the orderly classroom process.
8. Running, making excessive noise, or other disruptions in halls, buildings,
Classrooms or other supervised settings.

NO GUM CHEWING in the academic setting on the secondary campus is allowed. This includes areas such as Vocational Agriculture, Athletics, Band Hall, and Cafeteria. When gum is not properly disposed of, it defaces our campus and causes our academic setting to be unattractive. This offense will first be handled as a violation of classroom rules, then, it will be viewed as violation of the student code of conduct.

Level I Disciplinary Options

Any one or any combination of consequences may be used:

1. Teacher/student or administrator/student conference.
2. Parent conference or call.
3. In-class disciplinary action or assignment.
4. Withdrawal of student privileges.
5. Detention.
6. Counselor/student conference.
7. Confiscation of nuisance items or materials.
8. Supervised campus service assignment.
9. Break detention for one week.
10. OCS –after other options have failed.

Level II Offenses

When a student's behavior does not change as a result of action taken on Level 1, and the student is being seen for the second time in the principal's office for repeated Level 1 infractions, the student is moved to Level II for discipline purposes.

Level II Disciplinary Options

Any one or any combination may be applied:

1. Any combination of teacher, principal or appropriate administrator, parent and student conference.
2. Any discipline technique outlined in Level I.
3. On campus suspension (OCS).

Level III Offenses

Level III acts of misconduct include those student infractions which are somewhat more serious than those in Levels I and II in their effect on the orderly process of the school program. Examples of misconduct include, but are not limited to, the following:

1. Cheating or copying the work of another student.
2. Leaving the classroom, building, grounds, or assigned activity without permission.
3. Cutting class or other scheduled activity. (i.e skipping) (3 days O.C.S.)
4. Violation of the dress code, if persistent or serious in nature.
5. Failure to comply with lawful directives issued by school personnel.
6. Truancy.
7. Altering school records or documents, or forgery of a name on school documents.
8. Vandalism to or defacing school property (textbooks, lockers, furniture, etc.)

9. Excessive absences or tardiness.
10. Possession of electronic paging devices(s), cellular telephones, or laser pointers. (exception: permanent car phones.)
11. Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
12. Possession or use of tobacco products.
13. Exhibiting any unacceptable or unwanted physical contact that could but do not result in injury (fighting).
14. Reckless in an automobile.

Level III Disciplinary Options

Any one or any combination of the following may be applied.

1. Any combination of teacher, principal or appropriate administrator, student and parent conference.
2. Grade penalty for copying or cheating.
3. Detention.
4. Exclusion from extracurricular activities.
5. In-school suspension. (On-Campus Suspension OCS) (3 days)
6. Restoration and/or restitution as applicable.
7. Withdrawal of selected student privileges.
8. Involvement of law enforcement personnel.

9. Removal of questionable objects from the student.
10. Out of school suspension. (3 days)
11. Denied privilege of extra-curricular participation.
12. Truancy filed with the juvenile system or family law courts.

Level IV Serious Offenses

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, faculty/staff, and perhaps violate the law. Examples include, but are not limited to,

1. Any repeated offense, or a new violation while being disciplined for a Level III offense.
2. Repeated acts of disobedience or disorderly behavior, which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
3. Being disrespectful toward school personnel or refusing to comply with lawful request or directions of school personnel.
4. Threats, oral or written, to do bodily harm to another, or to the property of another.
5. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
6. Fighting which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult to help.
7. Stealing, robbery, extortion, gambling, or arson.

8. Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward any individual.
9. Failure to comply with assigned disciplinary consequences.
10. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
11. Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individual in any school setting.
12. Possession, use, distribution of any substance represented to be a drug or alcohol.
13. Possession or use of tobacco products.
14. Indecent exposure, sexual misconduct, and/or sexual harassment (exposure of private body parts).
15. Hazing.
16. Gang-related behavior or activity, or gang membership.
17. Possession of drug paraphernalia.
18. Burglary of a school facility or major vandalism to District property or theft of school funds.
19. Posting or distributing unauthorized communicative materials on school premises.
20. Assault.
21. Placing or discharging fireworks.

22. Pledges to join, solicit membership in a public school fraternity, sorority, secret society, or gang as defined in TEC 37.121
23. Vandalism to or defacing school property; also the damage of the faculty/staff's personal property as an act of retaliation.
24. Engaging in threatening behavior toward another student or district employee on or off school property.
25. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee.
26. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
27. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a District employee.
28. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or a District employee.
29. Engaging in Social Media use of **sexting, cyber-bullying, creation/distribution of pornographic content, or threats toward the school, an individual or District Employee.**

Level IV Disciplinary Options

Any one or any combination of the following may be applied:

1. Any disciplinary technique outlined in Level III.
2. Suspension from school not to exceed three days at a time.

3. Citation by law enforcement personnel.
4. Alternative education placement.
5. Reassignment of classes.
6. A student may be expelled if the student:
 - a. Continues to engage in serious or persistent misbehavior that violates the code of conduct or AEP classroom rules after being placed in an alternative education program for disciplinary reasons.
 - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off of school property or at a school-related activity, (intentional or knowing damage to school property resulting in a loss of \$1,500 or more).
7. Denied privilege of extra-curricular participation.

Level V Mandatory Removal to Disciplinary Alternative Education (DAEP) or Expulsion Offenses.

Mandatory removal

If a student commits any of the following acts while on school property, or while attending a school-sponsored or school-related activity on or off the property, he or she must be removed to an alternative education program.

Students will be placed on a 3-day suspension pending the conference for placement at the AEP.

1. Commits assault as defined by Penal Code 22.01 (a) (1).
2. Sells, gives, delivers, uses, or possesses marijuana, or any a controlled substance, or any other drug, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq.,

a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code.

3. Commits a serious offense under the influence of alcohol.
4. Commits an offense relating to abusable glue or aerosol paint under 485.031 through 483.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code.
5. Engages in public lewdness under Penal Code 21.07.
6. Engages in indecent exposure under Penal Code 21.08.
7. Engages in retaliation against a school employee under Penal Code 36.06 except if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007 (c).
8. A student who makes a false alarm or reports a terrorist threat involving a public school, which includes such behavior as calling in a bomb threat or pulling a fire alarm.
9. Engages in conduct punishable as a felony that occurs off school property but not at a school-sponsored or school-related event, that injures a person in a way listed as a Title V offense in the Texas Penal Code, and that results in one of the following:
 - a. The student receives deferred prosecution.
 - b. A court or jury finds that the student has engaged in delinquent conduct.
 - c. The Superintendent or designee determines there is reasonable belief that the student has engaged in the conduct.
10. Engaging in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, and for which the Superintendent or designee has reasonable belief that the student's presence in the regular classroom threatens the safety of other students or teachers or will

hinder the education of students.

11. Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.

12. Any criminal mischief, or criminal mischief not punishable as a felony.

13. Engaged in deadly conduct

The terms of removal will prohibit the student from attending or participating in school-sponsored or school-related activities.

Mandatory Expulsion

A student must be expelled from school for a period of time determined by the Board or Superintendent subject to appeal to the Board if the student on school property or while attending a school-sponsored or school-related activity on or off of school property uses, exhibits, or possesses:

1. Bringing to a school a firearm as defined by federal law
2. Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - a. A firearm
 - b. An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger; including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; spear, switchblade, or pocket knife.
 - c. A club (blackjack, nightstick, mace, tomahawk, etc.)
 - d. A prohibited weapon, such as an explosive weapon, knuckles, armor-piercing ammunition, chemical dispensing device, zip gun, etc.

A student may be expelled for any of the following offenses:

1. A false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
2. For any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity at a school in another district in Texas.

A student may be expelled from school for a period of time determined by the principal and Superintendent subject to appeal to the Board if the student, for any of the following offenses on or within 300 feet of school property or while attending a school sponsored or school-related activity on or off school property:

1. Aggravated assault under Penal Code 22.02.
2. Sexual assault under Penal Code 22.011.
3. Aggravated sexual assault under Penal Code 22.021.
4. Arson under Penal Code 28.02.
5. Murder under Penal Code 19.02.
6. Capital murder under Penal Code 19.03
7. Criminal attempt to commit murder or capital murder under Penal Code 15.01.
8. Indecency with a child under Penal Code 21.11.
9. Aggravated kidnapping under Penal Code 20.04.
10. The offense of selling, giving, using, or possessing marijuana, and/or a controlled substance as defined by Chapter 481, Health and Safety code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the

Alcoholic Beverage Code if the conduct is punishable as a felony.

- 11. An offense relating to abuse of glue, aerosol paint under 485.031 through 485.035, Health and Safety Code, or other volatile chemicals under Chapter 484 Health and Safety Code if the conduct is punishable as a felony.**

- 12. Engaging in conduct that contains the elements of assault under Section 22.10(a) (1) against an employee or a volunteer.**

A student may be expelled for engaging in serious or misbehavior that violates the District's Student Code of Conduct while placed in a DAEP. The district defines "persistent" as two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a non-emergency basis.

Terms of expulsion shall deny the student access to all District activities and school property.

Other behaviors prohibited at all school and school related activities with

DAEP or expulsion implication through levels IV and V.

- 1. Damaging or vandalizing property owned by others.**
- 2. Possessing or selling "look-alike" weapons.**
- 3. Possessing air guns or BB guns.**
- 4. Possessing mace or pepper spray.**
- 5. Discharging a fire extinguisher.**
- 6. Possessing or using articles not generally considered being weapons, including school supplies, when the principal or designee determines that a danger exists.**

7. Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
8. Making false accusations or hoaxes regarding school safety.
9. Forcing an individual to act through the use of force or threat of force.
10. Bullying or Cyber-bullying including intimidation by name-calling, using ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence.
11. Engaging in threatening behavior toward another student or District employee on or off School property.
12. Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee.
13. Engaging in any misbehavior that gives school official's reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
14. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or District employee.
15. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by work, gesture, or any other sexual conduct, including requests for sexual favors directed toward another student or District employee.
16. Inappropriate or indecent exposure of a student's private body parts.
17. Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
18. Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.

Disciplinary Alternative Education Program (DAEP)

Before placing a student in a disciplinary alternative education program, the principal or appropriate school administrator shall conduct an informal hearing at which the student shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his or her version of the incident. At that time the principal will consult with the superintendent on determining

the placement of the student. The District shall make reasonable efforts to notify the parent prior to placing a student in an alternative education program. If the parent cannot be notified prior to placement, the parent shall be notified as soon as possible of the placement and the reason for the placement.

If the placement extends beyond the end of the next grading period, the student or student's parent have a right to notice and participation in a hearing before the Board or designee. A decision to place a student in an AEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal, the Board or its designee shall set the terms for the student's placement in an AEP and deliver a copy of the order placing the student in the AEP to the student and the student's parent. The superintendent must review the student's status at intervals of not more than 120 days and not less than 6 weeks (local) depending on the offense(s).

For placement in a DAEP to extend beyond the end of the school year, the board or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others; or
2. The student has engaged in serious or persistent misbehavior that violates the student code of conduct; or
3. School action on the offense for which the student is placed in an AEP takes place during the final grading period of the year.

For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

House Bill 1314 allows districts to place a student enrolling from an open-enrollment charter school in the District's DAEP if the student was in the charter school's DAEP, and the charter school provides a copy of the placement order to the District. It also allows a district to place an enrolling student who was in a DAEP in another state in the District's DAEP if the student's placement was for a reason that is a DAEP placement in the receiving district, and the sending district provides a copy of the placement order.

If a student was placed in a DAEP by a district in another state for a period that exceeds one year, a district in Texas must count the student's time spent in the DAEP in the other state so that the student's total placement time does not exceed one year unless, after a review, the District determines that:

1. The student is a threat to the safety of other students or to District employees:
or
2. Extended placement is in the best interest of the student.

Expulsion

Before a student is expelled, he or she has the right to a hearing before the Board or its designee that meets the standards for due process under the federal constitution, which includes the following:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board or its designee.
3. Right to representation by legal counsel, by a parent or guardian, or by any other adult who is not an employee of the school district.
4. Opportunity to testify and present evidence and witness in one's defense.
5. Opportunity to examine the evidence presented by school administrators and right to question school administration witness. Special consideration may be given the victim or witnesses dependent on the age, health, sensitivity and well being of the witness or victim.

A notice of the hearing an invitation to attend shall be sent to the student's parent or guardian. The written notice shall advise of the nature of evidence and the names of any witnesses whose testimony may be used against the student. The Board decision shall be based exclusively on evidence presented at the hearing.

The final decision of the Board shall be communicated promptly to the student and parent. If the decision to expel is made, the superintendent shall provide a written order outlining terms of and length of the expulsion. The expulsion may not extend beyond the school year unless the conduct leading to the expulsion occurred during the final grading period. If the unacceptable conduct occurs during the final grading period of the year, the expulsion may extend into the next school year, but not beyond the end of the first semester.

No later than the second business day after the date of the hearing, a copy of the expulsion order will be delivered to the authorized officer of the juvenile court of the county in which the student resides. Parents are responsible for supervision of the student during the expulsion term.

C. Appeal of Board's Decision to Expel

If a student appeals a Board's decision to expel, the student shall remain expelled pending further appeal. No educational service will be provided, except as determined by ARD or 504-committee for disabled students. The Board's decision may be appealed to the district court of the court of the county in which the school administration office is located.

D. Emergency Placement or Expulsion

Emergency Placement

The principal or appropriate administrator may order a student to be immediately placed in an alternative education program if it is reasonable believed that the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. A teacher's ability to communicate effectively with students in a class;
2. The ability of the student's classmates to learn;
3. The operation of the school of school sponsored activity; or
4. If the appropriate administrator reasonably believes that imminent harm is likely.

At the time of the emergency placement, the student shall be given oral notice of the reasons for emergency placement in a DAEP. Within 10 days the student will be afforded Procedural Due Process as outlined in this code. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement.

Emergency Expulsion

The principal or appropriate administrator has the right to order the immediate expulsion of a student if the administrator reasonably believes that his action is necessary to protect persons or property from imminent harm.

At the time of the emergency expulsion, the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be

provided within 10 days, unless the parent or guardian agrees in writing to an extension of time. The principal or appropriate administrator is not liable for civil damages for an emergency expulsion.

The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

E. Court ordered Placement in Disciplinary DAEP

Texas Education Code 37.010 (c)

This section relates to students who have been expelled and prohibits a juvenile court from ordering an expelled student to attend a district DAEP as a condition of probation unless that is permitted pursuant to a memorandum of understanding between the school district and the county juvenile board. If there is such a memorandum of understanding, it must address the juvenile probation department's role in supervising and providing other support services for students in the DAEP.

TEC 37.010 (d)

This section applies to students who have not been expelled. It permits a juvenile court to order an un-expelled student to attend a district DAEP as a condition of probation once during a school year. If the student comes before the court again during the same school year, the court may not order the student to attend the district DAEP unless one of the following three circumstances: 1) the action is permitted pursuant to memorandum of understanding between the school district and the county juvenile board adopted under Subsection (c); 2) the district consents; 3) the student has completed the probation term from the prior offense.

****Alba-Golden ISD clearly may not rely on the court proceedings and court order as authority for any period of the DAEP placement that extends beyond the court-ordered period of DAEP attendance.**

Expulsion Related to Firearms

TEC Section 37.007(a)(10)(A) provides that a student shall be expelled if the student uses, exhibits, or possesses a firearm, as defined by Section 46.01(3) of the Texas Penal Code, on

school property or while attending a school-sponsored or school-related activity on or off school property. For the purposes of this provision, there is no exclusion for a firearm stored in a vehicle. A student is in possession of a firearm on school property if the firearm is brought to school in the student's vehicle and parked on school property.

❖ Discipline Alternative Education Placement

Discipline Alternative Education Placement: Students that are placed at the DAEP *cannot* come on to any part of the regular school campus during school hours *or* during any extra-curricular events. DAEP students *cannot ride the bus. The district will not provide transportation.*

F. Teacher Removal of a Student

Informal Discretionary Removal

A teacher may seek the help of the principal in an effort to maintain effective discipline. When a student is sent to the principal's office under this provision, the principal shall employ appropriate discipline management techniques consistent with Levels I, II, or III of this Student Code of Conduct.

If the behavior is a violation of the Student Code of Conduct, the teacher before

leaving school that day must file a written report, not to exceed one page in

length, with the principal or appropriate administrator, and a copy will be sent to the parent or guardian within 3 days of administrator being notified. The administrator will try to notify the parent/guardian within 24 hours.

G. Formal Discretionary Removal

A teacher may remove a student from class:

1. If a student behaves in a way that is documented by the teacher to repeatedly interfere with classroom learning; or
2. The teacher determines the student to be so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the student's classmate's ability to learn.

If the behavior is a violation of the Student Code of Conduct, the teacher must file a written report, not to exceed one page in length, with the principal, and a copy will be sent to the parent or guardian within 24 hours.

When a teacher under this provision removes a student from class, the principal shall schedule a hearing within three class days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement. At the hearing, the student shall be advised of the conduct with which he or she is charged and given an opportunity to explain his or her version of the incident.

When a teacher removes a student from class under this provision, the principal may:

1. Place the student in another appropriate classroom;
2. Place student in-school suspension;
3. Place student in out of school suspension; or
4. Place student at the D.A.E.P.

If the principal's decision is that the student should be returned to that teacher's classroom and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal may prohibit the student from attending or participating in school sponsored or school related activities.

H. Mandatory Removal by a Teacher

A teacher shall remove from the classroom a student who engages in conduct described under Level V of the Student Code of Conduct. The principal shall either place a student removed under this provision into an alternative education program or expel the student, as appropriate. When a teacher under this provision removes a student from class, the principal shall schedule a hearing within three days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement.

If the principal's decision is that the student should be returned to that teacher's classroom following completion of the assignment to an alternative education program and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's

placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal shall prohibit the student from attending or participating in school-sponsored or school-related activities.

I. Placement of Students with Disabilities

Placement of Students with Disabilities in a DAEP

The long term placement of a student with a disability who receives special education services may be made only by a constituted admissions, review and dismissal (ARD) committee. Such students may not be placed in an alternative education program solely for educational purposes if the student does not also meet criteria for alternative placement in TEC 37.006(a) or 37.007(a). Due process or minimal due process procedures as appropriate shall apply.

Emergency Removal of Student's with Disabilities

The principal or appropriate administrator may order the immediate suspension of a student with a disability for emergency reasons if it is believed that such action is necessary to protect the student, other persons or property from imminent harm. Removal shall be made only in emergency situations and shall not exceed three days unless the ARD or 504-committee determines that the student poses an immediate threat to him/her or others, or disrupts the safety of the learning environment.

If emergency removals, suspensions, or removal to alternative education programs total sixteen school days in a year, the ARD or 504-committee shall review the student's IEP, unless the discipline management portion of the IEP specifies otherwise.

Suspension of Students with Disabilities

A student with a disability may be suspended for a period not to extend three consecutive school days for each separate offense. Before such students are suspended members of the special education support staff, qualified to determine whether a link exist between the misconduct and the disability or placement, may be contacted for advice on whether or not a connection exists between the disability and the conduct.

A student with a disability shall not be removed to an alternative education program for more than ten days unless the ARD or 504-committee first determines whether the alleged behavior in question was related to the disabling condition. If the ARD or 504-committee determines there is a connection, they must also determine what action is appropriate. Removal for more than ten consecutive school days require ARD or 504-committee action, subject to the parent's right to appeal.

If a student with a disability is removed from school premises for any reason for a total of 16 days or more in the school year, the ARD or 504-committee shall review the student's IEP unless the IEP specifies otherwise.

Expulsion of Students with Disabilities

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD or 504-committee determines the misconduct is not related to the disabling condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disabling condition the ARD or 504-committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD or 504-committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his or her normal placement after ten days while additional assessments are being made.

The ARD or 504-committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD or 504-committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the ARD or 504-committee determines that the behavior was related to the disabling condition, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.

J. Appeal of a Student with Disabilities Expulsion

A decision of the Board's designee to expel a student may be appealed to the Board. A student may be denied the privileges of the home campus pending appeal of an expulsion.

A student with a disability shall not be excluded from school pending appeal to the Board for more than ten days without ARD or 504-committee action. During an appeal to a special education hearing officer, the student shall remain in his current classes unless the District and parent agree otherwise or the hearing officer grants an interim order to authorize the exclusion.

Request for a Board hearing to appeal a decision to expel a student shall be made in writing to the superintendent within three school days after receipt of the written decision. The superintendent shall provide the parent written notice of the date, time, and place of the review within five days of receipt of the appeal request. The Board shall conduct a hearing that complies with required due process for expulsion hearings outlined in this code and shall base its decision on the evidence presented at the hearing.

If the decision to expel the student with the disability is upheld by the Board, the superintendent shall mail a copy of the expulsion order to the student and the student's parent. A copy of the order shall also be mailed to be authorized officer of the juvenile court of the county in which the student resides.

K. Detention

For minor infractions of the code of conduct or other policies or regulations, teachers or administrator shall inform the student of the conduct that allegedly constitutes a rule violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, notice shall first be given to the student's parent or guardian to inform them of the reasons for detention and to permit arrangements for necessary transportation of the student. Except in the case of a student who is 18 years or older, detention shall not begin until after the parent has been notified. If the student is a minor, the parent or guardian will be required to provide necessary transportation when a student has been assigned to detention.

DETENTION

Detention is used as a discipline method to correct minor offenses. These are offenses that usually occur on Level I, II, & III in the student code of conduct.

Failure to attend detention will result in OCS placement or additional discipline at the discretion of the principal. Detention will be held immediately after school.

Parent notification will occur before the student will serve detention after school. The length of time assigned to detention after school will depend on the persistence of misbehavior.

Failure to attend will result in OCS placement or additional discipline at the discretion of the principal.

ON-CAMPUS SUSPENSION

On Campus Suspension Rules and Procedures 2018-2019

1. Before a student is sent to OCS they must be sent to Mr. Mize or Mr. Bohannon for review.
2. If the student is placed in OCS all of the teachers of that student must send assignments to the OCS room promptly.
3. Once the student comes into OCS they will check their phone into Mrs. Thompson and their backpack placed on the wall. They will only have the materials at their desk they need to work on.
4. There will be two restroom breaks per day: one in the morning and one in the afternoon. Mrs. Thompson will use discretion in case of emergency.
5. The student can bring their lunch or they can eat from the cafeteria.
6. OCS is used as a form of discipline to isolate the student from the general population of the school. Once a student has received three OCS referrals then Mr. Mize and Mr. Bohannon will determine if DAEP placement is appropriate.
7. If a student is tardy three times to class they will have an automatic one day in OCS. If a student is tardy from lunch it is an automatic day to OCS.

This is considered a discipline management technique and does not have the same three-day limit associated with out-of-school suspension (see suspension).

SUSPENSION

Students may be suspended for any behavior listed in the Student Code of Conduct as a general misconduct violation, Disciplinary Alternative Education Program placement, or expellable offense. State law allows a student to be suspended for as many as three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will have an informal conference with the principal or appropriate administrator advising the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days of a student's suspension will be determined by the principal or other appropriate administrator, but will not exceed three school days. The principal or other appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities. This may include loss of privileges to attend the Prom. Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

CORPORAL PUNISHMENT

Reasonable corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. *(If this policy changes due to legislative rulings a note will be sent to parents.)*

Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as to the size, age, and condition of the student, the type of instrument to be used, the amount of force to be used, and the part of the body to be struck shall be considered before administering any corporal punishment.

The use of force, but not deadly force, against a student is justified if the teacher or administrator is entrusted with the care, supervision, or administration of the student, when and to the degree the teacher or administrator reasonably believes that force is necessary, to further the purpose of education or to maintain discipline in a group.

Corporal punishment shall be limited to spanking or paddling the student, and such discipline shall be administered only in accordance with the following guidelines:

1. Corporal punishment shall be administered only after less stringent disciplinary measures have been attempted.
2. The student shall be informed of the offense and be afforded the opportunity to explain his or her actions before corporal punishment is administered.
3. Corporal punishment may be administered by the principal, assistant principal, or teacher.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. When corporal punishment is administered, it shall be done in the presence of at least one other District professional employee and shall take place in a designated place out of view of other students.
6. Corporal punishment shall be administered in a reasonable manner, with “reasonableness” to be determined on the basis of factors such as size, age, and the physical, mental, and emotional condition of the student.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, and the type of corporal punishment administered, the name of the person administering the punishment, the name of the witnesses present, and the date and time of punishment.

Parents requesting corporal punishment not to be administered to their child must sign the appropriate form to be placed in that student's file, and a copy given to each teacher, in order for proper procedures to be followed. (FORM IS INCLUDED IN STUDENT'S ENROLLMENT PACK.)

TOBACCO, ILLICIT DRUGS, ALCOHOL

LEGAL

As of September 1, 1987, a new law, HB 858, passed by legislature during the 1987 session, makes it a Class C Misdemeanor to sell or cause to be sold cigarettes or other tobacco products to anyone under the age of 18. The law also prohibits the possession or use of these products on or off of school property, or at any school-related or sanctioned activity. At Alba-Golden, this will apply to all students, regardless of age.

LOCAL

All students are forbidden to have in their possession or to use any tobacco products, including e-cigarettes and vapor cigarettes at school or on any school sponsored activity. Local procedure for violation will result in a three (3) day suspension for each offense.

1. Notify parents
2. Notify the authorities/Justice of the Peace.

Students, through curriculum, will learn of the dangers of tobacco products.

STUDENT INTERPERSONAL CONTACT

It is not the desire of ALBA-GOLDEN I.S.D. to interfere in the relationships between students at AGHS. However, we must all be committed to developing and maintaining acceptable standards of conduct. In keeping with acceptable norms for conduct in a public place, it is necessary to set some standards for student interpersonal contact between the sexes. Students are to limit Interpersonal relationships to incidental and/or casual contact. Students are to refrain from kissing, embracing, sitting in another's lap, standing or sitting or walking with arms around one another, and/or any face to face contact with romantic over-tones. Your compliance with this regulation will be appreciated.

LOITERING

State law prohibits loitering or loafing on any school ground: Students should be on the bus or picked up immediately after school unless other arrangements have been made for extra-curricular events or a sponsor request them to stay later.

HAZING, BULLYING, OR TAUNTING BEHAVIORS

HAZING:

Hazing is not permitted. Any student engaged in hazing will be referred to the principal's office for disciplinary action. Hazing for the purpose of this policy is defined as any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, shame or disgrace in the eyes of other students. (See TASB Policy below)

State law prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; recklessly permits action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official. TEC Subchapter F, 37.151. TASB Policy Book, page 13.

BULLYING OR TAUNTING BEHAVIORS

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

Bullying Incident Report

Alba-Golden High School

Date: _____ (mm/dd/yr) Ex. 08/22/11

Statement of Incident: (Please be specific.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

(Please provide the names of students who witnessed this incident.)

Student Signature: _____

Faculty Signature/Title:

Parent/Guardian Signature:

Alba-Golden ISD

Bullying Protocol

To Prohibit Harassment, Intimidation, and Bullying

The Alba-Golden Independent School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any written, verbal, or physical act, when the written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Places a student in reasonable fear of harm to the student’s person or to the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in the policy requires the affected student to possess a characteristic that is perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate intervention(s), restoration of positive climate, and retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent or designee is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components or procedures consistent with the District's Code of Conduct.

Procedures for Reporting Bullying

1. The student will report the incident to a teacher, Principal, or Counselor.
2. The student will complete an incident report to be returned to the Principal or Counselor.

Procedures for Investigating Reports of Bullying

1. Campus administrators shall investigate all reports of bullying.
2. The campus administrator shall promptly take interim action to prevent bullying during the course of an investigation.
3. The investigation should be completed within ten District business days from the date of the report.
4. When the investigation is complete, the administrator shall compile a full written report of the complaint and the result of the investigation, including a determination of whether bullying occurred.
5. A copy of the report should be sent to the Superintendent or designee.
6. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses.

Disciplinary Options for Bullying

1. Counseling
2. In-School Suspension
3. Out of School Suspension
4. Referral to Law Enforcement
5. DAEP

Appeal Process

A student who is dissatisfied with the outcome of the investigation may appeal through local policy, beginning at the appropriate level.

Proactive Measures to Prevent Bullying

1. Teachers and Administrators outline a clear definition of bullying to students.
2. Open conversations about bullying
3. Classroom guidance by the school Counselor
4. Commitment to administrative visibility and availability.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- *Authorized employees, in accordance with policy FFAC, may administer:*
 - Prescription medication provided by the parent, along with a written request, and in the original properly labeled container.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medications provided by the parent along with a written request, and in the original, properly labeled container.
 - Herbal or dietary supplements provided by parent if required by student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In accordance with the guidelines developed with the District's medical advisor and
- When 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 certain emergency situations, the District will maintain and administer to a student nonprescription medication, *but only:*

Physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the nurse or principal if the student has been prescribed asthma medication for use during the school day. (i.e. Ed. Code 38.016, Local Policy FFAC)

Steroids/Supplements

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by healthy students is not a valid medical use and is a criminal offense

(Education Code 38.008 prohibits the use of steroids.)

Dietary Supplements. (Sec 38.011 Education Code)

(a) A school district employee may not:

- 1. Knowingly sell, market, or distribute a dietary supplement that contains performance enhancing compound to a primary or secondary education student with whom the employee has contact as part of the employee's school district duties; or**
- 2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's school district duties.**

(b) This section does not prohibit a school district employee from:

- 1. providing or endorsing a dietary supplement that contains performance enhancing compounds to, or suggesting the ingestions, intranasal application , or inhalation of dietary supplement that contains performance enhancing compounds by, the employee's child; or**
- 2. selling, marketing, or distributing a dietary supplement that contains performance enhancing compounds to, or endorsing or suggesting the ingestion, intranasal application , on inhalation of dietary supplements that contain performance enhancing compounds by primary or secondary education student as part of activities that:**
 - A. do not occur on school property or at a school related function;**
 - B. are entirely separate from any aspect of the employee's employment with the school district; and**
 - C. do not in any way involve information about or contacts with students that the employee has had access to, directly or indirectly through any aspect of the employee's employment with the school district**

(c) A person who violates this section commits an offense. An offense under this section is a Class C misdemeanor.

(d) In this section:

- 1. "Dietary supplement" has the meaning as signed by 21 U.S.C. Section 281 and its subsequent amendments.**
- 2. "Performance enhancing compound" means a manufactured product for oral ingestion, intranasal application, or inhalation that:**

(A) Contains a stimulant, amino acid, hormone precursor, herb or other botanical, or any other than essential vitamin or mineral; and

(B) Is intended to increase athletic or intellectual performance, promote muscle growth, or increase an individual's endurance or capacity for exercise.

Psychotropic Drugs

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. However, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

"Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of medication and intended to have an altering effect of perception, emotion, or behavior. It is commonly described as a mood-or behavior-altering substance. (FFAC)

DRUG TESTING

The Alba-Golden I.S.D. requires at random drug testing for participants in U.I. L. events. Any student that receives a positive drug test, that is not the result of a prescribed medicine from a doctor or for steroids, or nicotine, or dietary enhancers, will be placed at the DAEP campus. The first offense will be a placement for thirty days. The second positive drug test will result in an additional sixty day placement at the DAEP. A student that test positive will lose driving privileges

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

A student who wishes to participate in, or continue participation in UIL athletics or marching band must submit certification from a health provided that the student has been examined and is physically able to participate in the program. (Band added 2019)

Scoliosis screening is done in the 7th grade by the school nurse. Hearing and eye exams are done 7th and 9th grade years .

PROCEDURE FOR HEAD LICE CONTROL:

Checking for head lice will be done discreetly so as not to embarrass the child. Upon diagnosing that a student has head lice the parent of the student will be called to pick up the student from school. If the student's parent cannot be contacted the student will be placed in the clinic for the remainder of the day.

A note will be sent home with the child to advise the parent. The parent should bring the student to the nurse after treatment with the proper medicated shampoo. The nurse will check the student before the student is allowed to return to class.

BACTERIAL MENINGITIS

Information concerning bacterial meningitis will be sent home with each student with their enrollment forms and required notices. See www.dsjs/texas/gov/idcu/disease/bacterial-meningitis.doc. Or call the school nurse.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns and employee wellness. Additional information regarding the district's SHAC is available from the school nurse or the superintendent's office.

SUICIDE AWARENESS/MENTAL HEALTH

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please visit Texas Suicide Prevention or contact the school counselor for more information. You may also call the National Suicide Prevention Lifeline at 1-800-273-8255.

BULLYING, HARASSMENT, SEXUAL HARASSMENT

Alba-Golden ISD prohibits bullying, cyber-bullying harassment, and hit lists. District employees will enforce these prohibitions. Punishment will be determined by applicable Penal Codes, laws, and

board approved disciplinary measures, including a change of classroom/campus setting and expulsion from school.

“Bullying” means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for student.

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety.

“Sexual harassment” does not include simple acts of teasing and name-calling among students, even when the comments target difference in gender.

“Hit list” means a list of people targeted to be harmed using:

A firearm, as defined by Penal Code 46.01(3)

A knife, as defined by Penal Code 46.01(7) (any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument); or Any other object to be used with intent to cause bodily harm.

SEXUAL HARASSMENT/SEXUAL ABUSE

Prohibited; Unwanted and unwelcome conduct of a sexual nature, i.e. words, gestures, or any other sexual conduct, including requests for sexual favors, directed toward another student or District employee is unacceptable. This type of behavior will be pursued in conjunction with State Law. TASB Policy Book, p. 12 FB Local.

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse In the Texas Family code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual misconduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to 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 suspect abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.

Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems at 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 school 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.childwelfare.gov/pubs/factsheet/whatiscan.pdf>

*http://www.kidshealth.org/parent/positive/talk/child_abuse.html

*<http://taasa.org/resources-2/>

*http://www.oag.state.tx.us?AG_Publications/txts/childabuse1.shtml

Reports of abuse or neglect may be made to: The CPS division of the TDFPS 1-800-252-5400.

In accordance with Texas Education Code, (TEC) 38.0041 the Alba-Golden I.S.D. employees have received training concerning prevention techniques for and recognition of sexual abuse and all other maltreatment of children.

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

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

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.

GANGS-FREE ZONE AND OTHER PROHIBITED ORGANIZATIONS

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang. Educational Code 37.121. TASB Policy Book, p. 13. Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district a gang-free zone includes a school bus and a location in, on or within 1,000 feet of any district-owned or leased property or campus playground.

DANGEROUS ITEMS POLICY

No student will be allowed to have knives or any other dangerous weapon in possession during the school day or at any school activity. These items will be confiscated and appropriate disciplinary action taken. SBI. 37.007

SEARCHES

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

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items including drugs and alcohol. The school property, facilities, cars, lockers, or common areas will be searched.

Student's Desks and Lockers:

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

ELECTRONIC DEVICES ,CELL PHONES

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games:

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal.

Cell phones can be helpful in coordinating parent/child transportation and pick up, however, it is not appropriate to use cell phones in a class-setting unless directed by the teacher to enhance an educational goal. A student may have a cell phone during the day, however, the student may not use the cell phone during the day. Any staff member that sees a student using a cell phone during the day is to confiscate the phone and bring it to the office. Texas law allows the school to charge \$15 for the return of the cell phone to the student.

STUDENTS THAT HAVE THEIR CELL PHONE CONFISCATED DURING SCHOOL HOURS WILL HAVE A \$15.00 RECLAMATION FEE FOR THE STUDENT TO GET HIS/HER PHONE BACK. STUDENTS WHO USE CELL PHONES AT SCHOOL TO CIRCUMVENT THE OFFICE (I.E. CALL HOME SICK, ETC.) WILL BE SUBJECT TO DISCIPLINARY ACTION WHETEHR OR NOT THE PHONE CALL WAS OBSERVED. (This money will go into a scholarship fund.)

Without such permission, teachers will collect the item and turn it into the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged (Policy FNCE). Overnight trips must check phones in with sponsors. Sponsors will have designated times to call.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and student will be disciplined according to the student code of conduct.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent at least two weeks before the event. Local forms must be completed and submitted to the office for Superintendents approval. All money raised by students will be deposited in AGISD accounts.

PUBLICATIONS

Distribution of written materials will be restricted and subject to disciplinary action.

Libelous material will be prohibited from distribution, including but not limited to the following:

- A. Materials that is sexually inappropriate.**
- B. Materials that are targeted to disrupt normal school operations.**
- C. Hate literature, etc.**
- D. Materials that are not directly related to academics, education.**

Non-school Materials...from students

Students must obtain prior approval from the Principal before posting, circulating, or distributing written materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the Secondary Office as the location for approved non school materials to be placed for voluntary viewing by students.

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

Non-School Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any non-school material must meet limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days from the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy.

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy or a non-curriculum related student group meeting held in accordance with FNBA(LOCAL)

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

ANNOUNCEMENTS

Announcements concerning school activities, meetings, and other pertinent information are published via e-mail and/or over the intercom during enrichment period. Anyone wishing to have

announcements included in the e-mail should present the announcement no later than 7:50 a.m. on the day the announcement is to appear in the e-mail or to be announced. Announcements must be approved and signed by the sponsor/teacher.

OFFICE HOURS

The secondary office hours are from 7:30 to 3:45 Monday thru Friday during the school calendar year. The office will be closed for lunch. During the summer the office will be open from 7:30am to 12:00 noon and 1:00 to 3:30pm Monday thru Thursday. The office is closed on Friday.

SUBSTITUTE TEACHERS

The substitute teacher has full authority over a classroom, and any disrespect or disorder shown in any way will be considered a disciplinary matter and students perpetrating this act or acts will be disciplined.

Students are to treat substitute teachers at our campus as guest.

Teachers will have an understanding with students about their behavior and/or attitude toward substitute teachers should it be necessary for them to be away from school. There will be consequences for students whose behavior is less than acceptable when a substitute is in the class.

PERSONAL ITEMS

Each student shall be personally responsible for his/her valuables; the school will not assume any responsibility. Students should not bring expensive jewelry, money in large amounts, or other valuable possessions to school. Necessary personal valuables should be kept in the custody of the student.

LIBRARY BOOKS

Library books may be checked out for two weeks. Reference books may NOT be taken from the library. Overdue books are subject to a fine, and all fines must be paid by a given time. Lost library books must be paid for at full value of the book.

TELEPHONE CALLS

Because of the volume of important business that is transacted over the telephone, students are *NOT to request use of the phone except in the case of an emergency*. Students will not be called from class to accept calls, nor will they be dismissed from class to place calls *except in the case of an emergency*. Parent messages to students *should be kept to a minimum*. Parents should advise students of the transportation arrangements before students goes to school. All emergency calls are to be made from the office except, after school hours, through area participation, with supervisor and/or sponsor present.

ALL CALLS TO LEAVE CAMPUS MUST BE MADE THROUGH THE SECONDARY OFFICE
AND STUDENT MUST CHECK OUT FOR ATTENDANCE PURPOSES THROUGH THE OFFICE.

ASSEMBLIES

All assemblies will normally involve the entire student body. All students and teachers are expected to attend. Courtesy, respect and attention are basic good manners toward master of ceremonies and participants. Students who may feel uncomfortable with a particular assembly may be granted exemption from the assembly by the campus administration.

PEP RALLIES

Pep Rallies are planned activities involving the cheerleaders, cheerleader sponsor, team and coaches. All students will attend this activity and participate if they are held during the regular school day. Pep Rallies are a privilege that can be removed if proper conduct is not exhibited.

CLASS MEETINGS

Class officers must call class meetings by making arrangement with the class sponsor. Such meetings need to be cleared with school principal at least one week in advance.

GUIDANCE

The principal, counselor and the teachers are always ready to help students. Please do not fail to ask them. Individual and group programs are conducted by the counselor. If you need or want any personal, educational, or vocational plans, contact the counselor who will be ready to assist you. You should call the phone numbers listed in the front of this book to make an appointment.

OPEN RECORDS

All school records that identify a student must be made available to the parent or the student if 18 years of age or older. Public Law 93-380 limits examination of such records by other persons or agencies. Certain hearing procedures are available if you desire to challenge the content of the student's school records. The district's policy regarding student records at policy FL is available from the superintendent's office .

SCHEDULE CHANGES

Personnel at Alba-Golden will entertain parental and/or student request to change a student's schedule any time between registering and the week (approximate) prior to the first day of classes.

For high school, all mid-term schedule changes must be made during the last week of the first semester.

After classes begin, schedules will be looked at for possible change ONLY IF the instructor thinks the student is signed up for a course for which credit has already been received, or is signed up for a course for which he/she does not meet the prerequisites.

WITHDRAWALS

A student withdrawing from school must report to the high school office at the beginning of the last full day in school. There must be a clearance of all books and debts before any withdrawal grades can be given and a transcript mailed to his/her new school. An official withdrawal form will be completed and a copy given to the student when withdrawal procedures have been completed.

CHANGE OF ADDRESS

Students who change their residence, mailing address or telephone number after enrolling should report the change(s) immediately to the high school office so that records can be corrected in case of an emergency at school and to satisfy PEIMS requirements.

PERMISSION TO LEAVE SCHOOL

Students are not to leave school for any reason without receiving prior permission from the principal. Students should report to the office at the time of leaving and upon returning to sign in or out. A written or telephone request by the parent/guardian must be submitted to the principal's office prior to the student leaving. Students who do not follow these procedures will be considered absent

without permission. Students may request to leave campus during the school day if the principal grants permission. Students will be asked to contact parents. If no contact can be made, the request can be denied.

MARRIED STUDENTS

Married students shall have the same rights to an education as non-married students. They shall have access to all suitable programs of the district including all extra-curricular activities and may seek elective and appointive offices as well as receive honors which they may earn.

PREGNANT STUDENTS

Upon the voluntary request of the student in question or upon the certification of the student's private physician that a different program is necessary for her physical or mental health, special arrangements may be made for the provisions of an individual learning program such as homebound instruction or suitable adjustments to the regular program as required and approved by the principal. Pregnant students have the same rights and responsibilities as other members of the student body.

IMMUNIZATIONS

All children entering ALBA-GOLDEN ISD are required by law to be successfully immunized against Polio, Diphtheria-Pertussis-Tetanus, Measles, Rubella, and Mumps. An up-to-date immunization record *must be provided before enrollment* and show:

- 1) at least three doses of polio and diphtheria/ pertussis/ tetanus (DPT) and/or TD vaccines as required, provided at least one dose of each has been received since the fourth birthday, and a booster tetanus/diphtheria (TD) vaccine is required every ten years after the dose obtained on or after the fourth birthday;
- 2) measles vaccine is required on or after the first birthday or during the calendar month of the first birthday and since January 1st, 1968, or provide a physician-validated history of measles illness;
- 3) one dose of rubella vaccine is required, but not past the twelfth birthday;
- 4) all students twelve years of age or less on September 1, 1984, will be required to have received mumps vaccine, or provide physician-validated history of mump illness.

ACCIDENTS AND OTHER EMERGENCIES

An accident or emergency form must be filled out by each student at the beginning of school. This form will show the student's preference as to doctors and give school authorities permission to take the student to the doctor if the parents cannot be reached.

Accident insurance is available if student's parents desire it. Anyone purchasing the school insurance should become familiar with the provisions of the policy. The school makes no profit, nor does it

assume any liability for payment of insurance claims, other than reporting the nature of the accident to the insurance company. Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help met medical expenses in the event of injury to their child.

STUDENT CARS AND VEHICLES

Students will be allowed to drive their own cars or family cars or other vehicles, if their parents desire this, and if all of the rules are followed. Pupils as young as 4 years of age will be sharing the Alba-Golden campus; therefore, the following rules will be applied to the use of motor vehicles on or around school property:

1. The students must have a valid Texas Driver's License for the type he/she drives. The students must also provide evidence of current liability insurance coverage for issuance of permit.
2. All vehicles are to be registered in the principal's office. The student and parent or guardian must sign these forms before they will be accepted. A parking space will be issued.
3. Students are to enter the parking area from the west side of campus. Students are not allowed to drive vehicles on the elementary parking lot during school hours (7:00am-4:30pm).
4. Students will park in the parking area west of the Ag building that has been designated for student parking.
5. Upon parking in the designated parking area, lock your vehicle if possible and go to your homeroom or Activity Period class. Loitering in cars after arrival is prohibited.
6. Students are not to return to the parking lot or their vehicle before the end of the school day unless the student has written permission from the principal's office. Students are not to sit in or loiter around any vehicle on or around the school campus during the school day (7:30am-4:00pm).
7. For the protection of students' cars, no one is to be on the parking lot during school hours unless under the direct supervision of a school employee.
8. A student who is determined to have been careless, reckless, or unsafe in his driving or has violated any of the rules concerning automobiles or other vehicles on or around the school campus can cause the loss of driving privileges on campus.
9. Loss of driving privileges may result from poor attendance, reckless driving, and/or failure to comply with vehicle policy.
10. Loss of driving privileges may result from excessive tardiness. Refer to local tardiness policy of the handbook in attendance section.
11. Do not give keys to another student.
12. A student that tests positive in a drug test will lose their driving privileges for the school year.
13. A student that leaves campus in a vehicle without checking out in the office will have the driving privileges revoked. This is considered skipping school and a violation of the student code of conduct.

Parking Permits are \$10.00 IT IS A PRIVILEGE TO DRIVE YOUR VEHICLE TO SCHOOL.

**CRITERIA FOR: Class Officer, Class Favorite, and Homecoming Queen/Court
Eligibility: School Celebrities Position**

- ❖ Academically sound (not on the failure list)
- ❖ Attend one semester at Alba-Golden prior to election
- ❖ Good discipline record
- ❖ Good attendance record
- ❖ Sponsor/Teacher sign-off sheet (3)
- ❖ Before final notification or announcement the principal will verify all criteria have been met.

RULES FOR SCHOOL-SPONSORED PARTIES/DANCES

Following are the rules that relate to school-sponsored parties and dances that have been approved by the Secondary school principal.

1. All school-sponsored parties/dances must be planned (on the Secondary calendar) for at least five (5) days ahead of schedule and authorized by the high school office.
2. At least two faculty members must be present. At least one of the faculty members must be male. These sponsors must oversee clean up and security of school property.
3. All students must remain inside the building upon arriving until the party/dance ends, unless: a sponsor grants permission to leave and to return; or a student wishes to leave the party/dance permanently.
4. There will be no loitering on or in cars or around the school premises during or after the party/dance.
5. There will be no smoking outside or inside vehicles at school-sponsored events.
6. Any person attending the party/dance who has been indulging in intoxicating beverages will be immediately removed from the party/dance and barred from future participation in school-sponsored party/dance for the remainder of the school term. Any student will be expected to report to the sponsor any such irregularities to insure the continuance of school-sponsored parties/dances.
7. Guest must be signed up with the sponsor or the principal ahead of time.
8. The school-sponsored party/dance must be over at or before 11:45pm, and all premises must be cleared and vacated by 12:00 midnight.
9. Four parent sponsors must be present to render parental assistance throughout the party/dance.

Sponsor will provide a sign-up list to the office. Guests not signed up prior to the event will not be permitted.

The rules of conduct and grooming will be observed at school social events held outside the regular school day. Guest are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest, a student attending a party or social event will be asked to sign out when leaving before the end of the party or event, who they are leaving with, and what time they are leaving. Anyone leaving before the official end of the party will not be readmitted.

SCHOOL DRESS CODE WILL BE OBSERVED.

ELEMENTARY PLAYDAY

This is for Pre-K- 5th grade and does not pertain to grades 6th-12th. If students are taken out of class by parents for this activity, this will be considered unexcused.

SENIOR TRIPS

Senior trips will no longer be school sponsored. If trips are going to be taken they will be sponsored by parents/guardians and will be taken after graduation, at the expense of the student and parents. **NO SCHOOL FUNDS WILL BE USED FOR THIS TRIP.**

School Trips

The Alba-Golden ISD adopted a local policy that has **NO SWIMMING** at any school trip/function unless there is a licensed life guard on duty. This applies even if the parent of the student is attending the event. **NO SWIMMING UNLESS THERE IS A LICENSED LIFE GUARD ON DUTY.**

CAFETERIA AND SNACK BAR

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act, which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not

affect the child's eligibility for free and reduced price meals or free milk. Contact the school office for free or reduced price meal services.

1. Classes will be dismissed for lunch at intervals as directed.
2. Students will walk to the lunchroom. **DO NOT RUN!**
3. Students will go to the end of the line and wait your turn. Crowding in lunch lines makes for inefficiency. Cutting in line is not allowed.
4. All payment or charges for lunches will be handled in the cafeteria.
5. Students who eat in the cafeteria will leave the tables in good order, clean and free of waste.
6. Each person eating in the cafeteria will be responsible for his/her own tray, both before and after eating, and will remove all paper, etc., as directed before leaving.
7. Students who bring lunches must eat them in the cafeteria, not on the school grounds or in the classrooms. No one is to take food or drinks into the classroom (OCS/tutorials only).
8. A student may remain in the cafeteria during the entire lunch period or may go outside of the building. Students may **NOT** go into any of the other buildings until the bell has sounded, indicating the beginning of a new class period. This rule is necessary because all of the students will not be eating at the same time, and noise in the halls needs to be kept to a minimum so that classes will not be disturbed.
9. Absolutely NO loitering around the north end of the building, the gymnasium, or the junior high buildings. Students must stay in the central location between the cafeteria, the high school and the pavilion. In case of severe weather, provisions will be made to accommodate students.
10. Parents can access student lunch account on-line and pay for lunches/charges on-line under the parent portal set up with their account number.

FOOD ALLERGIES

The district requests to be notified when a student has been diagnosed with a food allergy. Notification is important especially for allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of allergic reaction. Please contact the nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of food allergy. (There is a form in the student enrollment package for you to complete concerning food allergies.)

VENDING MACHINES

Alba-Golden ASD does not currently offer student options for food or beverages through vending machines. All items that might become available to students through vending machines will be in compliance with USDA Smart Snack Nutrition Standard by the Healthy

Hunger-Free Kids Act of 2010. All vending machines with non-Smart Snack approved items will be unavailable to students from 30 minutes before and 30 minutes after the school day.

CHECK ACCEPTANCE POLICY

Alba-Golden ISD 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 state allowed recovery fees. In the event that your check is returned for non-payment, the district reserves the right to deny acceptance of checks as a form of payment for the remainder of the school year.

HALLS AND CLASSROOMS

Students are expected to be in their classrooms and in their seats when the tardy bell starts to sound. No one should be in the halls during classes without a pass. Standing at the classroom door is the teacher's responsibility, not the student's. *Halls/Classrooms will be quiet and orderly!*

ALBA-GOLDEN ATTENDANCE POLICY

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

***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 and have them report to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the class room or other areas unescorted to pick up a student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the office. Documentation regarding the reason for absences will be required.**

***High school students may have parents authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. The student must always sign out through the office and back in with the office when they**

return. If the student is 18 years old the student may produce a note on his or her behalf but documentation will be required for the reason of the absence.

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 or other personnel determines that the student should go home, the nurse will contact the parent and document the parent's wishes regarding release from school. The nurse will document the day and time student's leave. Under no circumstances will a middle-school student be released unaccompanied by a parent or adult authorized by the parent.

A student that misses more than three days in a six weeks period, unless it is a physician documented absence, will be required to attend Saturday School. Failure to attend Saturday School will result in loss of credit for the six weeks. The student will receive an incomplete until their day is completed. Students with an incomplete grade cannot participate in extra-curricular activities.

RATIONALE

Regular, punctual attendance is an important factor in determining the degree of academic success that a student will enjoy during his or her school enrollment. In addition, the student absences require that teachers work extra in preparation, teaching, and grading so that excused absences may be made up.

DEFINATIONS

Excused Absence – any absence from class or school that is a result of the personal illness of the student, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to school personnel authorized to determine the status of student absences. Student will receive full credit for work made up. Each day missed will result in a day to get make up work turned in. (i.e. 3 days missed = 3 days to get work turned in.)

Unexcused Absences – any absence from class or school for any reason that cannot be classified as an excused absence under this regulation, even if the student has permission to be absent.

ABSENCE VERIFICATION

Student absences may be verified as excused using one of the following methods:

1. Doctor's written statement (required in more than 3 days missed)
2. Parent's written statement
3. Telephone call from the parent to the school
4. Telephone call from the school to the parent
5. Home visit or other personal contact by a school administrator
6. Contact by a county or state service agency such as County Welfare, Juvenile Probation Department, etc.

PROCEDURES TO BE USED WHEN A STUDENT IS ABSENT

Parents are requested to:

1. Call the appropriate principal's office and inform school staff of the impending absence before the school day begins.
2. If the parent doesn't have access to a telephone at home or work from which to call the school, they should write a full explanation regarding the cause of the absence, the date(s) of absence, and sign the explanation. This written statement should be brought to the appropriate school personnel by the student when he/she returns to school.
3. In lieu of telephoning or a written note, the parent may elect to come to the principal's office and state the reason for the absence from school.
4. When a doctor sees the child, the parent is requested to send a statement signed by the doctor as verification of illness.

Notes from parents or the doctor must be received the day of the student's return to school or the very next day. Notes will not be accepted after the second day of the student's return. (This means no notes will be accepted for prior absences at the end of the year.) Student absences without a note will be unexcused and students will receive a 0 for work due that day. This procedure is in compliance with TEA rulings.

Appropriate School Personnel is to:

1. Make a valid effort to contact the parent of any absent student whose parents have not contacted school personnel the day of absence. Telephoning the parent at home or work may be this contact. If it is not possible to make contact by telephone, contact VIA a home visit may be necessary. When it is obvious to school personnel that a student's absence will be prolonged due to illness or accident, an initial contact with periodic checks will suffice.
2. Determine whether or not an absence is excused based on the information provided by the parent, doctor, school personnel, etc.
3. Possibly file "truancy" charges against parents of students under compulsory school age beginning with second unexcused absence.

MAKE UP WORK FOR EXCUSED ABSENCES

In a sense, school experience, classroom discussions and programs, group instruction once missed can never be completely recovered or made up. However, a student is allowed to make up this work, so far as is possible when he has a valid reason for being absent. Immediately upon his/her return to school, the student should ask his/her teachers for detailed assignments covering the work missed and arrange to complete such make-up work promptly. The student shall be responsible for finding out about the work and completing it in the allowed time. The general rule for time to hand in work missed is: One day for each day absent; however, consideration should include such variables as

number of assignments to be made up and the current health and stamina of the student. FDD (LOCAL)

ALL students given excused absences should be allowed to make up work with no grade adjustment for being late within the time allotted by the teacher failure to do so will result in a zero.(Each day missed will result in a day to get work turned in. i.e. 3 days missed =3 days to get work turned in.)

Students on school related absences will go to their teacher the day they return and will have the same number of days as listed above. Test, projects, and assignments previously assigned to be due on a specific date are still due on the assigned date.

BACKGROUND TO LAW:

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

1. Participation in a Board-approved and appropriately supervised extracurricular activity or performance;
2. Participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
3. Screening diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose);
4. Religious holy days (including on day of travel to and one day from an observance site); and
5. An appointment with a health care professional (if the student misses only a portion of the school day and professional provides written confirmation of the appointment).

While these five circumstances remain as before, the rule as approved by the SBOE allows the District to count the absent student present for ADA purposes only if.....

- The District has adopted a policy requiring parental consent for such absence: (Adopted 11/9/2000)
- The district has distributed its policy to staff and to parents of all students; and
- The parent has consented to the absence.

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led activities; to build each day's learning on that of the previous days, and to grow as an individual.

It is also the law in Texas:

1. A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action, which may include court action.
2. To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:
 - a) An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
 - b) A district-approved mentorship designed to meet requirements of an advanced measure for the Distinguished Achievement graduation program.
 - c) Required screening, diagnosis, and treatment for Medical-eligible students.
 - d) A documented health care appointment--if the student begins classes or returns to school on the same day as the appointment.
 - e) 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.
 - f) A juvenile court proceeding documented by a probation officer.
 - g) An absence required by state or local welfare authorities.
 - h) A family emergency or unforeseen or unavoidable instance requiring immediate attention.
 - i.) An approved college visitation. (Visitation has to be arranged by the counselor and has to be given to the counselor 3 days in advance. If visitation is taken before this is approved absence may be unexcused.)
 - j) If a student who is 18 years old or older has 5 unexcused absences in a semester, the District may revoke the student's enrollment.

If the committee determines that there have been extenuating circumstances, it will decide how the student may regain credit. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the Superintendent.

EXTRA-CURRICULAR AND ACADEMICS ATTENDANCE

Students should understand that each class missed for whatever reason means that the student has missed out on an educational opportunity that cannot be replaced with make-up work. Any student who misses because of an extra-curricular activity should only do so if there is no other avenue for that student to represent the school. Sponsors and coaches of the extra-curricular activities should understand that academics are the fundamental reason a school exist and that while students gain many valuable life lessons outside the classroom, time spent in the classroom is valuable as well and cannot be replaced by make-up work. We ask that all sponsors and coaches do their best in scheduling to see that students miss as few classes as possible.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES, CLUB, AND ORGANIZATIONS, FIELD TRIPS

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may be made with the approval of the activity's sponsor, coach or principal.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the UIL . 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.

In addition, the following provisions apply to all extracurricular activities:

A student who receives at the end of a grading period, a grade below 70 in any class, may not participate in extra-curricular activities for at least three school weeks. The student must be passing all subjects at the three week progress reporting period following the six weeks grading period.

A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks. The student must be passing all subjects at the three week progress reporting period following the six weeks grading period.

An ineligible student may practice or rehearse but may not participate in any competitive activity.

A student with excessive absences must be approved by the principal before attending extracurricular activities. Student may be required to stay at school and get caught up on their work.

Attendance Committee for Secondary Campus

Ms. Amanda Galyean, Mrs. Deitra Bizzell, Mrs. Cindy Holbrook

Please note:

- 1. A student absent from school for any reason, other than a documented health care appointment, will not be allowed to participate in school-related activities on that day or evening.**
- 2. In those rare circumstances 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, will not be accepted. Even if the student is 18, we at Alba-Golden ISD want parents or guardians to know of a child's absences. Notes from parents or the doctor must be received the day of the student's return to school or the very next day. Notes will not be accepted after the second day of the student's return. (This means no notes will be accepted for prior absences at the end of the year.) Student absences without a note will be unexcused and students will receive a zero for work due that day. This procedure is in compliance with TEA rulings.**
- 3. 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 the time allotted by the teacher will receive a grade of zero for the assignment.**
- 4. A parent wishing to withdraw a student from school must present a signed request to the principal or counselor stating the reason for the withdrawal and the effective date. TASB Policy Book, page 4-5.**
- 5. A student who attends at least seventy five percent but fewer than ninety percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. (i.e. Saturday School) If a student attends less than seventy five percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.**

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointment be scheduled outside of school hours as much as reasonably possible. Also note that picking up a student early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place to document parent consent.

A parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once 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; 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.

For high school students parent may authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus.

TARDIES

The student shall be inside the classroom, seated, with all necessary materials and equipment on hand when the tardy bell rings for each period. Teachers will be responsible for determining whether or not a student's tardy to their class is excused or unexcused. (see exception)

Exception: Students who are just arriving at school must check in at the office before attending class and will be issued a tardy permit to enter first period.

Make-up work or class time missed in a class period due to unexcused tardiness will not be allowed. Excessive tardiness may lead to forfeiture of certain privileges, on-campus suspension (OCS), or other appropriate disciplinary action at the discretion of the principal.

Excessive tardiness can affect other privileges provided by the school to students. Early out for work, suspension from extra-curricular activities, driving privileges, etc. are some examples. The Principal will have final say on all tardiness and any disciplinary action to be taken.

TARDIES WILL NOT BE TOLERATED.

After the third tardy in a six weeks period, the student will be assigned one day to OCS for each additional tardy per six weeks period.

PROGRESS REPORTS TO PARENTS

At least once every six weeks, at the end of the third week of each six weeks, the District shall give written notice to parents of students' grades in each class or subject. ("Parent" includes legal guardian.) The District shall mail the notice to the parent. Phone calls can also be used with proof of documentation by the teacher.

If in any class or subject, a student receives a grade equal or less than seventy on the scale of one hundred, the grade notice shall state the need for a conference between the appropriate teacher and the parent and shall quote or summarize the requirement of Education Code 21.721. (See EI, EIE)

In attempting to schedule a conference between the teacher and parent you may call the Secondary Office at 903-768-2472 to set up an appointment.

This policy does not apply to a student who is married, an emancipated minor, or an adult living alone.

Education Code 21.722

REPORT CARDS

A report of grades for each student for every subject is given at the end of each six weeks period. The report is printed on a single sheet of paper, with each teachers name, subject, and the student's grades. The report card is handed out to each student on the following Thursday after the end of the six weeks period. This is the parent/guardian's copy to keep. A copy of the report card will be kept in the secondary office. (Parents may access the grades for their students on-line at anytime during the grading period. Information for this is in the student enrollment pack.)

EXEMPTIONS

All students will take semester exams for the fall semester. Seniors only will be exempt from final exams if they have a passing semester average, have no unexcused absences, and have not been suspended or placed at an alternative campus for discipline.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination and as required by law, Alba-Golden I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs.

HIGH SCHOOL GRADUATION REQUIREMENTS:

Requirements for a Diploma:

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit level exam.(see PROMOTION REQUIREMENTS)

Graduation Programs:

The district offers the graduation programs as follows:

FOUNDATION GRADUATION PROGRAM

Every student in a Texas public school who entered grade 9 the 2014-15 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation graduation programs are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Service; Arts and Humanities and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation program also involves the term “

Endorsements earned by a student will be noted on the student's transcript. The foundation graduation program also involves the term "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

Comparison of Foundation Plan and Distinguished level of Achievement	Foundation High School Plan	Foundation High School Plan with Endorsement
English Language Arts English I, II, III, IV (ESOL may be substituted for English Language Learners)	4.0	4.0
Mathematics Must include Algebra I and Geometry	3.0	4.0
Science Must include Biology(may include IPC)	3.0	4.0
Social Studies US History(9), World History (10), Government & Economics (12)	3.0	3.0
Other Languages Must be in the same language	2.0	2.0
Physical Education	1.0	1.0
Fine Arts	1.0	1.0
State Electives	5.0	7.0
Total Credits	22	26

Beginning in the 2014-2015 school year, a school district must ensure that each student, on entering ninth grade, indicates in writing an endorsement that the student intends to earn.

We offer the following endorsements:

- 1. Arts and Humanities**
 - Art
 - Band
 - Choir
 - Spanish
 - Theater

- 2. Business and Industry**
 - Agriculture
 - Arts, AV/Tech
 - Business Management
 - Hospitality
 - Information Technology

- 3. Multidisciplinary**
 - 4X4
 - 4 Dual credit courses

- 4. Public Service**
 - Health Science

- 5. Science, Technology, Mathematics, and Engineering (STEM)**
 - Math
 - Science
 - Career & Technology

Please see counselor for more detailed graduation plans. (Mrs. Cole 903-768-2472 # 1208)

HONOR COURSES QUALIFICATIONS

Students qualify for the Honors Program based on the following criteria: Teacher recommendation, attendance, a grade of ninety or higher in the course they are registering for except Math and it has to be a 95 and Mastery Level from state assessments

Students must also demonstrate the ability to be self-motivated, self-directed, and able to maintain high quality work based on teacher observations.

HONORS PLACEMENT

Students will be placed in honors at the beginning of the school year based on the above criteria. Students will be notified if they are in honors when they receive their schedule. To continue participation in the Honors program, students must maintain the standards set by their teacher.

CLASSIFICATION FOR PHYSICAL EDUCATION

The district shall classify students for physical education on the basis of health into one of the following categories.(SB 42 requires physical activity for students in middle and junior high school.

1. Unrestricted – not limited in activities.
2. Restricted – excludes the more vigorous activities.

Restricted classification is of two types:

- a. Permanent – a member of the healing arts licensed to practice in the State of Texas shall provide written documentation to the school as to the nature of the impairment and the expectations for physical activity for the student.
 - b. Temporary – students may be restricted from physical activity of the physical education class. A member of the healing arts licensed to practice in the State of Texas shall provide written documentation to the school as to the nature of the temporary impairment and the expected amount of time for recovery. During recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skill demonstration.
3. Adapted and Remedial – Special activities prescribed or prohibited for students so classified as directed by a member of the healing arts licensed to practice in the State of Texas.

PHYSICAL EDUCATION WAIVER

***The Board of Trustees may allow students to substitute certain physical activities for the 2 required credits of physical education. Such substitutions shall be based on the physical activity involved in:**

- 1. Marching band or cheerleading during the fall semester.**
- 2. Athletics**
- 3. Two or three hour block vocational gainful employment units.**

All students including those with a PE waiver will be tested each year on their physical condition beginning in spring 2017. (State Mandated)

OUT-OF-STATE TRANSFERS

Out-of-state transfer students shall complete all state graduation requirements to be eligible for a Texas diploma. Units required that are not completed prior to enrolling in the District may be satisfied through credit by examination, if permitted in the District, by completing the course, or by demonstrating achievement by meeting the standard requirements of the course. 19 TAC 75.151 (g); 75.169(b)(1)(B0. See EEJA and EI.)

ADDITIONAL LOCAL REQUIREMENTS

The District may require additional local units for graduation under any of the high school programs. 19 TAC 75.151, 75.152

HOMELESS STUDENTS:

A parent survey is sent home with each enrolling student. The information provided to the district will determine a students' eligibility. Any questions concerning homelessness can be directed to:

Jennifer Wiggington , Homeless Liaison 903-768-2472 #1104

HANDICAPPED STUDENTS (REGARDLESS OF ENROLLMENT DATE)

A handicapped student shall be graduated in either of the following circumstances:

- 1. When the student has completed requirements specified in the individual education plan, the ARD committee has recommended graduation, and the parent or student as appropriate has given informed consent to graduation. Services shall be**

resumed at the request of the parent or student as appropriate so long as the student has not reached the maximum age of eligibility for services. EHBA

2. When the ARD committee has determined that the student has completed the minimum academic credit requirements for non-handicapped students. 19 TAC 89.235 (h) (l)

GUIDELINES FOR CREDIT BY EXAM

GENERAL PROVISIONS:

1. The test will be administered four times a year, in February, May, August, and November. Students must register for testing in the appropriate office one month prior to testing to ensure ample time to order testing material.
2. If students desire to test for advancement purposes and have not received prior instruction they may take an exam one time at the school's expense. If the student wants to re-take the same exam, he/she will be responsible for the expense of a re-test.
3. The test will be purchased by the school from either Texas Tech University, of the University of Texas at Austin. In the event of a re-test, the student will purchase the test from the opposite university from which the original test was purchased.
4. If a student is unable to test during the dates designated by the school, it will be the student's responsibility to seek out the counselor and arrange for an alternate testing date.

ASSESSMENT FOR GRADES K-5:

1. The student must score 90% on the test purchased (local policy) for the grade level he/she wants to skip. The test will cover the areas of: language arts, math, science, and social studies.
2. After meeting the above criteria, a designated school representative must recommend the student be accelerated.
3. The student's parent or guardian must also give written permission for the student to be accelerated.
4. If a student is accelerated and is unable to perform at the new grade level, the student will be placed back down to his/her previous grade level.
- 5.

ASSESSMENT FOR GRADES 6-12:

1. Students will be given credit for an academic subject in which he/she has had no prior instruction after scoring 90% percent or above on the appropriate subject test.(Local Policy)
2. If the student scores 90% or higher on the exam, that grade will go on the student's transcript and given regular grade points. (Local Policy)

CLASSIFICATIONS

Each student will be classified as a Freshman, Sophomore, Junior, or Senior based on the number of credits earned.

Freshman 0-7 credits and completion of the eighth grade

Sophomore 8-14 credits and completion of one year in high school

Junior 15-21 credits and completion of two years in high school

Senior 22-30 credits and completion of three years in high school

PROMOTION REQUIREMENTS

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course level or grade level standards.

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

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 STAAR assessment.

STATE ASSESSMENT

Also, beginning with students who enter grade 9 , EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, Biology, Algebra 1, and United States History. Each student will be required to achieve

certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. A student who does not make the satisfactory score on an individual assessment will be required to retake the assessment.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, and educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9.

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

RETENTION

A student in junior high school (grades 6-8) must pass (English ,Reading & Math), and have an overall average of 70 or above to be promoted to the next grade level. Student and parents will be notified during the year of the possibility of the student being retained. At that time, parents are urged to contact the teacher or teachers for arranging possible remedial help.

If a student fails one of the required courses, they will retake the course the next year by forfeit of an elective. If a student fails two subjects they will be retained. (Alba-Golden ISD is not required to offer summer school)

CLOSED CAMPUS

Alba-Golden I.S.D. maintains a "Closed Campus." This means that no one comes or goes without permission. Between arrival at school and dismissal, anyone wishing to leave campus must first secure permission by going to the principal's office. Once a student has arrived on

school property, the student will not leave the campus again before the last scheduled bell without the principal's permission.

Persons wanting to visit other students must first secure permission in the Principal's Office prior to the day of the visit. Visitors and former students must refrain from visiting classes unless they secure permission from the principal's office.

Any person loitering on school property after being warned by a Teacher or Administrator to leave shall be guilty of a misdemeanor and could be subject to prosecution.

VISITORS TO THE SCHOOL

General Visitors:

Parents and others are welcome to visit Alba-Golden ISD schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the Principal's Office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

CORRESPONDENCE COURSES

Acceptable correspondence courses are offered through Texas Tech University and University of Texas at Austin. Students must have prior approval to enroll in correspondence courses. No grade lower than a "C" will be counted for graduation credit. There is a charge for this course.

College Days

Juniors and Seniors may be allowed to take two college days a year. They may take one in the fall semester and one in the spring semester. Any extra college days need to be approved by the counselor. Before taking a college day, students will need to pick up a college day form in the office and give the counselor *three days notice* to set up an appointment with the college or university. Students will be allowed only to take college days that are set up by the counselor. *If a student has excessive absences or unexcused absences, they will not be allowed to take college days.*

CONCURRENT/DUAL CREDIT CLASSES

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

Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);

Enrollment in AP or dual credit course through the Texas Virtual Network;

Enrollment in courses taught in conjunction and in partnership with Tyler Junior College;

Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. (see the counselor for information).

Juniors and Seniors may take college classes for dual credit if they meet college readiness standards and High School requirements.

For college standards they must pass the area they would like to take and have an overall Grade Point Average of 80 or higher.

Students are responsible for paying college tuition, fees, and books. Students must meet high school passing standards in order to gain high school credit for class. They must make a 70 or higher in the class to participate in UIL events academic or extra-curricular activities. Students must also follow high school and college attendance policy. College classes take precedence over high school field trips, meetings, holidays, events, etc. Students will need to gain permission from college teacher to attend High School events if they conflict with college class.

**Students will be required to reimburse the Alba-Golden I.S.D. for any class that the district has paid for if they make below a 70 (D) or lower.*

ODYSSEY WARE PROGRAM/DISTANCE LEARNING

Students may only enroll in OdysseyWare course to makeup credit or to accelerate. Courses that are covered by STAAR objectives will not be taken in OdysseyWare, unless the student has already taken the course and is making up credit. Courses that require a lab will not be taken in OdysseyWare unless the student has already taken the course and is making up credit. Students will receive a grade of Pass/Fail. Grades will not be figured in their GPA. Classes must be completed in a timely manner.

Seniors taking odyssey classes must complete all courses by the end of the first week of May so that graduation credits may be posted.

EARLY GRADUATES(must be declared by end of 1st semester)

Students who are planning to graduate in 36 months or less will be classified as freshman, sophomores, or juniors according to page 88 of this handbook. They will attend class meetings, field trips, etc., based on their classification. Classification may change during the school year at mid-term only. Early graduates will have their yearbook pictures taken only if they are classified as a Senior in December. The Counselor has to meet with the student and declare early graduate status by December. Early graduates will not be ranked with the senior class, however, they are eligible for Honor Graduate status if all requirements are met. (See Honor Graduates.)

Parental/Guardian Request Form

Early Graduation Students who begin testing in 2013-2014 or later

I _____ the parent of _____ request that the school allow my student to participate in the following:

_____ 3 Year Graduation

_____ 3 ½ Year Graduation

I understand that in order for my child to graduate early he/she must meet the following criteria:

- Graduate on the Foundation High School Plan with an Endorsement (26 credits).
- Meet or exceed the satisfactory score for each EOC assessment (Algebra 1, English 1, English II, Biology, and US History).
- Students participating in early graduation will NOT be included in commencement exercises or any senior year activities.
- Upon completion, the student may opt to be presented with a diploma at the next scheduled school board meeting, have it mailed, or it can be picked up directly from the office.
- All of the above criteria and guidelines are subject to approval and/or revision by AGISD administration, and can be revoked at any time.

I have reviewed the handbook on early graduation and understand the guidelines.

Approval _____ Date _____
Principal

Approval _____ Date _____
Counselor

_____ Date _____
Parent/Guardian Signature

_____ Date _____
Student Signature

HONOR GRADUATES

The selection of Valedictorian and Salutatorian shall be based on grades of the four years of Senior High School. Valedictorian and Salutatorian students must have completed the Foundation Graduation Program with an endorsement and be a distinguished graduate . To be distinguished graduates they must have taken Algebra II and passed. Honor graduates will be determined by numerical grade averages of students who have completed the Foundation Graduation Program with endorsement and be a distinguished graduate.. In determining Honor Graduate status for graduation purposes only, the GPA must be a 90 or higher. Courses which will receive weighted grade points (for the purposes of GPA only) are: AP & Pre-AP courses, Concurrent enrollment courses, Pre-calculus, Calculus, Physics, Anatomy and Physiology (of Humans) Honors Classes.. Weighted points will not be added or counted toward six-weeks honor roll. Any transfer student that has taken weighted courses will only receive points for courses that are offered at Alba-Golden.

The Valedictorian and Salutatorian must have been enrolled in Alba-Golden Independent School District during the Junior and Senior years, and they must have attended a state Education Agency accredited school for all four years of high school.

The student with the highest-grade average will be Valedictorian and the student with the second highest grade average will be Salutatorian. The grades will be averaged at the completion of the third nine week period of the senior year.

Approved 07/08/2013

PROCEDURE FOR CALCULATING GPA

1. Only core academic courses and BIM classes that students have to take will be used to calculate the Grade Point Average. These will include: all English Courses, all Mathematics Courses, all Science Courses, all Social Studies Courses.

This way, the variance in the difficulty of elective courses does not unfairly impact the outcome of rankings. Also, the weighted courses will compensate for the extra level of difficulty in the core curriculum areas.

2. Courses that receive weighted credit are:

- Pre-Calculus or Calculus
- Anatomy & Physiology
- Concurrent Credit (college-level) Courses
- Honors Classes

3. For each weighted class, add an additional 10 points to each semester grade. The 10 points will be reflected in the sum only, not on the actual transcript grade.
4. For the senior year, count the 1st semester as is. For the second semester, average the 3rd week of the third nine week grading period will be used to calculate Graduation GPA only.
5. Divide by the total number of semester grades on the transcript.

Tyler Junior College Top 10

To receive the TJC Top 10 scholarship, students must be on the Foundation Plan with an endorsement, and be distinguished graduates.

INVITATIONS AND CLASS RINGS

Rings are to be delivered near the end of the junior year. All students eligible to graduate the next year may order rings, but the possession of the ring does not assure graduation. Invitations are ordered to be delivered approximately one month before graduation.

CAPS AND GOWNS

Caps and gowns are to be purchased by the student. Arrangements for these are made through the senior sponsors.

GRADUATION

Graduation exercises are held at the end of the spring semester. Every graduate is expected to attend this final ceremony of the senior year.

PARTICIPATING IN GRADUATION ACTIVITIES

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. In order to be considered eligible to speak a student shall not have engaged in any misconduct violation of the district's code, resulting in and out-of-school suspension, removal to DAEP, or expulsion during the semester immediately preceding graduation.

COLLEGE ENTRANCE REQUIREMENTS

All seniors planning to attend college must make application for a college admission test. To enter a college or university in Texas, students must take either the SAT or ACT tests. Check with the counselor for more information concerning registration deadlines and fees. Additionally, public institutions in Texas require students to take the test (to determine their ability level upon college entrance.) All tests may be repeated to improve scores. Students are advised to plan ahead and allow ample time for retesting if this is desired.]

Students will be TSI OR COLLEGE PLACEMENT TEST exempt if they meet the following criteria for any one of these tests. Minimum requirements must be met in all areas.*

<u>ACT</u>		<u>SAT</u>	
Composite	23	Total	1070
English	19	Verbal	500
Math	19	Math	500

*All scores must be obtained in a single test administration. (Prior to March 2016)

After March 2016: Math 530 R/W 480, (SAT and ACT Only)

TSI: Math 350 Reading 351, Writing 4 or 5 and if less than 340 ABEW 4.

ARMED SERVICES VOCATIONAL APTITUDE TEST

A student in grades 10-12 will be offered an opportunity to take the ASVAB test and consult with a military recruiter. Contact the school counselor for dates the test will be given.

COLLEGE AND UNIVERSITY ADMISSIONS AND FINANCIAL AID

For two school years following graduation, a district student who graduates in the top ten percent and in some cases, the top 25 percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas. See the counselor for details/criteria.

Students and parents will need to fill out FASFA for financial aid and apply to colleges themselves. The counselor will be available to help if they have questions.

HOMEWORK POLICY

Each teacher will send home at the beginning of each school year a syllabus, with information concerning homework, tests, and the teacher classroom rules.

GRADING PROCEDURE

Alba-Golden Secondary uses the numerical system of grading. The lowest passing grade is 70, and the highest passing grade is 100. Each year is divided into two semesters with two grading periods of nine weeks each.

Daily work and assignments will be adjusted according to the test percentage. This policy will be followed by all teachers with the knowledge that each teacher can set the percentages of tests and daily work to meet the needs of their class.

Teachers not using the standard recommended grading procedures for the nine weeks grades will inform their students of this at the beginning of the year during the first 9 week period in writing Test Grading semester for SEMESTER grades are as follows:

1. 1st 9 weeks 45%
2. 2nd 9 weeks 45%
3. EXAM 10%

There will be a final exam. End of Course may be considered for end of year final exam with permission from the principal.

GRADING PROCEDURE

Alba-Golden Secondary uses the numerical system of grading. The lowest passing grade is 70, and the highest passing grade is 100. Each year is divided into two semesters with four grading periods of nine weeks each. The grading procedures for all grading cycles are as follows:

1. Each department has their own grade weight system which reflects their individual subject. Policies are listed below.

English Department Policy

40% - Daily Grades

35% - Test Grades (including progress monitoring test)

15% - Accelerated Reader Grade

10% - 9 Weeks Test/Progress Monitoring Test

Math Department Policy

High School

50% - Daily Grades

40% - Test Grades

10% - 9 Weeks Test/Progress Monitoring Test

Middle School

60% Daily Grades

30% Test Grades

10% 9 Weeks Test/PMT

Social Studies Department Policy

60% - Daily Grades

30% - Test Grades

10% - 9 Weeks Test/Progress Monitoring Test

Science Department Policy

30% - Daily Grades

30% - Test Grades

30% - Lab Grades

10% - 9 Weeks Test/Progress Monitoring Test

2. Policies will be followed by all teachers.
3. Teachers should have no fewer than **10 daily grades** per nine weeks and **3 tests grades** per nine weeks. These guidelines will be followed by all classes unless specifically provided by for in a student's IEP.
4. **Semester Grading Policy** is as follows:

1st nine weeks - 40%		1st nine weeks - 50%
2nd nine weeks - 40%	Or	2nd nine weeks - 50%
Semester Exam - 10%		No semester exam given
5. End of Course assessments may be considered for end of year final exam with permission from the principal.

UNIVERSITY INTERSCHOLASTIC LEAGUE

Alba-Golden High School is a member of the University Interscholastic League (U.I.L.). This organization governs every phase of public school competition. It is then a requirement for us to participate only with other members of U.I.L. and to comply with all league rules and regulations. The requirements listed below, set forth in conjunction with the University Interscholastic League regulations, must be met and observed by every participating student:

1. The student must have the written consent of his/her parent or guardian.
2. The student must meet all eligibility requirements necessary from the previous year to be eligible for the first six weeks of a school term.

3. The student must have passed all subjects the grade period (six weeks) prior to the grade period of participation.
4. The student must have passed a physical examination administered by a licensed physician, or has exam form on file.
5. The student must have the consent of the coaches involved in the designated sport.
6. The student must not be over nineteen (19) years of age on September 1st of the present school year.
7. The student must be living within or attending school in the district with which he/she participates.
8. Exceptions to these requirements require approval of the U.I.L. and/or the District committee.

Physical Examinations/Health Screening

Athletics/Marching Band Participation

A student who wishes to participate in, or continue participation in the district's athletics and *marching band program governed by UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate.

*Marching Band beginning 2019-2020 school year

SPECIAL PROGRAMS

ENGLISH SECOND LANGUAGE

Alba-Golden secondary offers ESL services to 7-12 grade students. For more information please contact

Mrs. Anita Fulcher at 903-768-2472 #1200

GIFTED AND TALENTED

Alba-Golden secondary offers GT services to 6-12 grade students. For more information on GT services please call the secondary office at 903-768-2472.

SEXTING:

Teachers and students will be trained on the state-developed programs that discuss "sexting" and the consequences of this behavior on a yearly basis.

Technology Acceptable Use Policy

The Superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.

Availability of Access	<p>Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:</p> <ol style="list-style-type: none">1. Imposes no tangible cost on the District;2. Does not unduly burden the District's computer or network resources;3. and has no adverse effect on an employee's job performance or on a student's academic performance.
Use By Members of the Public	<p>Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:</p> <ol style="list-style-type: none">1. Imposes no tangible cost on the District; and2. Does not unduly burden the District's computer or network resources.
Acceptable Use	<p>Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and</p>

understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

ID Cards	The Alba-Golden school district will be using an ID card system for each student and faculty member. This card will have many functions including security, use in the cafeteria, library book checkout, and computer access. These cards are picture IDs and will include name, ID number, grade or department, and barcode. For security purposes, faculty, staff, and students in grades 5-12 will be required to carry their ID cards at all times. In grades PK-4 ID cards will be kept in the student's classroom by their teacher.
Lost or Stolen	A student or faculty member's initial ID card is free. Each student or faculty
ID Cards	member will be charged \$3.00 for the replacement of each card. No student will be denied a meal in the cafeteria for not having their ID card but they will be asked to go to the end of the line because the cashier will manually have to enter their information. However, students in grades 5-12 must carry their ID card at all times for security purposes, to show proof of approved computer access, and to check out books in the library.
System	Access to the District's electronic communications system will be
Access	governed as follows: <ol style="list-style-type: none">1. With the approval of the immediate supervisor, District employees will be granted access to the District's system.2. The District will require students to change their passwords once each semester.3. A teacher may apply for a class account and, in doing so, will be ultimately responsible for the use of the account. Teachers with accounts will be

required to maintain password confidentiality by not sharing the password with students or others.

4. Students completing required course work on the system will have first priority for use of District equipment after school.
5. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

E-Mail Access

Student use of E-Mail, AOL Instant Messenger, Yahoo Messenger, Chat Rooms and other related activities are strictly forbidden and may result in removal from the district's computer system.

**Campus-Level
Coordinator**

As the campus-level coordinator for the electronic communications system, the principal or designee will:

Responsibilities

1. Be responsible for disseminating and enforcing applicable District Policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
4. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

5. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

6. Set limits for disk utilization on the system as needed.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Filtering

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene , pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

In an ever-increasing technological age, new products and resources are being developed every day. Alba-Golden ISD is making every effort possible in this technological age to provide the best education for our students. In December of 2000, Congress passed the Children's Internet Protection Act requiring K-12 schools and libraries that receive certain types of federal funding to provide Internet filtering and monitoring.

In accordance with the Children's Internet Protection Act, our system has Internet filtering software. This filter blocks pornography, gambling, and other objectionable sites based on the guidelines specified by our Internet filtering software. Please be advised that there is no guarantee that all inappropriate material has been blocked.

In the event a user finds an inappropriate site on the Internet, that user must immediately back out of that site. The user must then notify the campus principal or system administrator. The supervising teacher or staff member should copy the complete site address including subdirectories and other details so that the site can be removed from accessibility.

In addition to Internet filtering, we have the ability to track all Internet activity. All Internet activity is being tracked and is tracked by username. Internet filtering and monitoring is in effect 365 days per year, including holidays and weekends. Remember that the Internet is a privilege and should only be used for educational purposes. Remember, you are responsible for your own user account.

Risk	Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Although the District will attempt to limit access to inappropriate material by using filtering software, controlling all materials on the Network/Internet is impossible. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.
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Publishing on the Internet	With a signed media release form giving parental permission, student work may be “published” on the Internet so that it can be viewed by other users around the world. Examples of “published” work could include short stories or artwork. When student work is published on the Internet, only the first name of the student will be used and no photograph of the student will be used without permission.
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Intellectual Property	Students shall retain all rights to work they create using the District's electronic communications system.
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Rights	As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.
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Individual User Responsibilities

The following standards will apply to all user of the District's electronic information/communications systems:

On-Line Conduct

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. Users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

Vandalism Any malicious attempt to harm or destroy District equipment or

Prohibited

materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

	<p>Vandalism as defined above will result in the cancellation of system user privileges and will require restitution for costs associated with system restoration, hardware, or software costs.</p>
Forgery	<p>Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.</p>
Information Content/Third Party Supplied Information	<p>System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable materials.</p> <p>A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.</p> <p>An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.</p>
Network Etiquette	<p>System users are expected to observe the following network etiquette:</p> <ol style="list-style-type: none"> 1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude. 2. Use appropriate languages; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory languages are prohibited. 3. Pretending to be someone else when sending/receiving messages is considered inappropriate. 4. Transmitting obscene messages or pictures is prohibited.

5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by others is prohibited.

Termination/ Revocation of System User	<p>The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.</p> <p>Termination of an employee's account or a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or revocation of system privileges, or on a future date if so specified in the notice.</p>
Disclaimer of Liability	<p>The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.</p>
District Property	<p>The District provides computing and network resources for use by students, employees and others affiliated with the District. Members of the District community are encouraged to use the computers, software packages, or outside the District network software for educational or District-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the District computer services are and remain the property of the District. Use of the equipment and networks is to comport with the policies and procedures</p>

of the District, and access may be denied to any student or employee who fails to comply with the District's policies and procedures regarding its use.

E-Mail

Privileges Access to the District's E-Mail and similar electronic communication system is a privilege and certain responsibilities accompany that privilege. District users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy. One example of a seemingly harmless but inappropriate activity is the sending of chain letters. Chain letters are documents that ask recipients to mail or forward the letter to a specified number of people. Often a chain letter promises good luck to those who send the chain letter on, but forewarns of bad luck if the chain is broken. In truth, chain letters clog the system and can be virus carriers.

Access To Unauthorized attempts to access another person's E-Mail or similar
Others E-Mail electronic communications or to use another's name, E-Mail or
And Privacy address or workstation to send E-Mail or similar electronic
communications are prohibited and may subject the individual to disciplinary action.

All users must understand that the District cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over the E-Mail.

The District reserves the right to access E-Mail to engage in routine computer maintenance and housekeeping; to carry out internal investigations; to prepare responses to requests for public records; or to disclose messages, data, or files to law enforcement authorities.

Records Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. As with all records maintained by the District and to the extent required by law, files saved in the District's information system, including E-Mail, may be subject to release with a public records disclosure request.

Commercial District E-Mail or other network resources may not be used for
Use commercial purposes or for personal financial gain.

Copyright Law	The transmission of copyrighted materials without the written permission of the author or creator through District E-Mail or other network resources in violation of U.S. copyright laws is prohibited.
Harassment	As with all other forms of communication, E-Mail may not be used
Through	in a manner that is disruptive to the work or educational
Computer	environment. The display or transmission of messages, images, cartoons or the transmission Communications or use of E-Mail or other computer messages that are sexually explicit constitute harassment prohibited under Section DAA of the school policy manual are prohibited under this policy.
Overloading of	Nothing in this policy shall prohibit the District system operator
Computer	from intercepting and stopping E-Mail messages which have the
Resources	capacity to overload the computer resources. Discipline may be imposed for intentional overloading of District computer resources.
Procedures	The Superintendent shall develop procedures for appropriate implementation of this policy.

Internet Safety Plan

The following guidelines have been enforced to ensure student safety while using the Internet:

1. Control students' access to inappropriate material, as well as to materials that are harmful to minors. Every measure has been taken to ensure that our students do not have access to inappropriate material. In October of 2000, the district purchased software to block access to websites that contain visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by this School District. Although the District has attempted to prevent access to inappropriate material by using software to block such access, controlling all materials on the Network/Internet is impossible. However, the District has the ability and will block any and all sites found that are inappropriate.
 - A. If an inappropriate site has been found, it should be documented and immediately reported to the Technology Director.
 - B. Only students in grades 5-12 that have turned in their computer use forms to the office and have been given an AUP sticker for the back of their student ID's should be allowed on the District's computer system. Students in grades pk-4 should only be allowed on the District's computer system if their teacher has received their computer use forms located in the student handbook.

- C. Teachers should monitor students' computer use.
 - D. Students that intentionally misuse the District's computer system as outlined in the Technology Acceptable Use Policy should be reported to the campus principal.
- 2. Ensure student safety and security when using electronic communications. Under no circumstances should students be involved in Chat Room conversations including but not limited to Yahoo Messenger, AOL Instant Messenger, using any form of E-Mail website, or using any E-Mail program. The District has blocked many of these services.
 - A. An adult should monitor students' computer usage.
 - B. Students that intentionally misuse the District's computer system as outlined in the Technology Acceptable Use Policy should be reported to the campus principal.
- 3. Prevent unauthorized access, including hacking and other unlawful activities. The District has installed and implemented security devices to help eliminate this threat. Only users with approved access have user accounts on the District's computer system.
 - A. An adult should monitor student's computer usage.
 - B. Any system user caught hacking or using the District's system for unlawful activities will immediately lose his/her user account and privileges to the District's computer system. If unlawful activities have been committed, then this information will be reported to the proper authorities.
 - C. Students that intentionally misuse the District's computer system as outlined in the Technology Acceptable Use Policy should be reported to the campus principal.
- 4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students. Chat rooms, E-Mail, and other related forms of communication are forbidden to students. The District's website will also not contain any names or personal information about students. Students' work, photographs, etc. may only be published on the District's website after receiving a release/consent form signed by the students' parents. This form should be turned in to the campus office.
- 5. Measures designed to restrict minors' access to materials harmful to minors.
 - A. Internet filtering at all times.
 - B. Monitoring of All Network Accounts.
 - C. ID Card with AUP sticker.
 - D. Teacher supervision.

ASBESTOS MANAGEMENT

Alba-Golden Independent School District maintains a complete Asbestos Management Plan for each facility. The Management Plans have been developed and are maintained in accordance with the EPA Asbestos Hazard Emergency Response Act, (AHERA). In accordance with the AHERA standards periodic surveillance is conducted every 6 months. Every 3 years a re-inspection of our facilities is performed by an EPA Accredited Asbestos Inspector. In addition to this re-inspection, a review of our Management Plan is performed by an EPA Management Planner.

Copies of the re-inspection report and management plan updated are available for inspection at the superintendent's office during business hours.

INTEGRATED PEST MANAGEMENT

As a part of Integrated Pest Management program, Alba-Golden ISD has a policy that requires the use of nonchemical pest control tactics whenever practical. However, pesticides may periodically be applied. The district applies only pest control products that comply with state and federal guidelines. All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application. Except in an emergency, signs will be posted as required before application. Parents who want to be notified prior to pesticide application at their child's school assignment area, buildings and or district grounds, or who further questions about pesticide use, including the types and timing of treatments, may contact the IPM Coordinator, at 903-768-2472 # 1106. Or email burges@agisd.org.

BELL SCHEDULE

8:00-8:50	1 ST PERIOD
8:55-9:25	2 ND PERIOD/Enrichment
9:30-10:20	3 RD PERIOD
10:25-11:15	4 TH PERIOD
11:20-12:10	5 TH PERIOD
12:10-12:40	JH Lunch
12:45-1:35	JH6 TH PERIOD
12:15-1:05	HS 6 th Period
1:05-1:35	HS Lunch
1:40-2:30	7 TH PERIOD
2:35-3:30	8 th Period

Alba-Golden Secondary Campus Parent Compact

Parent:

I want my child to achieve. Therefore, I will encourage my child by doing the following:

- *See that my child is punctual and attends school regularly;*
- *Support the school in its efforts to maintain proper discipline;*
- *Establish a time for homework and review it regularly;*
- *Provide a quiet well-lit place for study;*
- *Encourage my child's efforts and be available for questions;*
- *Stay aware of what my child is learning;*
- *Provide a replacement ID card for my child as needed;*
- *Read with my child;*
- *Be aware of the school's technology programs available that are offered to students.*

Student:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- *Attend school regularly and promptly;*
- *Be on time to my class;*
- *Come to school each day with the necessary school supplies;*
- *Complete and turn in assignments on time;*
- *Observe regular study hours;*
- *Be supportive of school activities;*
- *Conform to rules of student conduct/dress code;*
- *Show respect to my peers and staff;*
- *Be aware of the technology policy and the responsibility I have with the technology equipment.*

School:

It is important that students have a safe learning environment. Therefore, the school will strive to do the following.

- ***Provide a safe and learning atmosphere;***
- ***Ensure the academic achievement of all classes;***
- ***Encourage student success;***
- ***Support students in all activities;***
- ***Provide assemblies to motivate students;***
- ***Communicate with parent/student;***

Teacher:

It is important that students achieve. Therefore, I shall strive to do the following:

- ***Provide meaningful assignments for students;***
- ***Provide assistance to parents so they can help with assignments;***
- ***Encourage parents and students by providing information about student progress;***
- ***Use special activities in the classroom to make learning enjoyable;***

Alba-Golden ISD District Wide Parent and Family Engagement Policy 2019-2020

Alba-Golden Independent School District is dedicated to providing a quality education for every student in the district. It is our belief that educational benefits are derived from a strong partnership between the school, parents, family members, caregivers, students, and the community. Sound communication, cooperative interaction, and a firm commitment to share responsibility for the success of our students are vital factors in the Alba-Golden ISD Parent and Family Engagement Policy.

PART I. GENERAL EXPECTATIONS:

The Alba-Golden Independent School agrees to implement the following statutory requirements.

- The school district will put into operation programs, activities and procedures for the engagement of parents and family members in each of its schools regarding Title I, Part A programs, and non-Title I programs consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parent and family engagement policy into its Local Educational Agency (LEA) plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parent and family engagement policy requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents and family members understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents and family members of participating children, the school district will submit any parent or family member comments with the

plan when the school district submits the plan to the State Department of Education.

- The school district will involve parents and family members of children served with Title I, Part A funds in decisions about how the one percent of Title I funds reserved for parent and family engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, if the required allocation is met by the district.

- The school district will be governed by the following statutory definition of parent and family engagement, and expects that its schools will carry out programs, activities and procedures in accordance with this definition: Parent and family engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring--

- (A) that parents and family members play an integral role in assisting their child's

- learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education

- and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. POLICY IMPLEMENTATION:

1. The Alba-Golden Independent School District will take the following actions to involve

- parents in the joint development of its district wide parent and family engagement plan under section 1112 of the ESEA.

The Alba-Golden ISD District Site Based Committee will develop the district written parent and family engagement policy jointly with the Special Programs Director. Parents and family members will also participate in decision making by serving on Campus Site Based Committees and a designated Title I, Part A Parent and Family Engagement meeting. Meetings will be scheduled at convenient times such as in the morning, evening or individually with the Special Programs Director. Parents and family members will be actively recruited and

encouraged to attend meetings through various district notification systems which may include, but are not limited to, parent notification app, school marquee and district website. This annual meeting is where parents and family members will learn about the requirements of the Title I, Part A program and about opportunities to become involved with their child's education. The annual meeting will be held during the first nine-week grading period.

2. The Alba-Golden Independent School District will take the following actions to involve

parents and family members in the process of school review and improvement under section 1116 of the ESEA.

The Alba-Golden ISD District Site Based Committee, jointly with the Special Programs Director, will review and improve the district written parent and family engagement policy yearly prior to distribution of the policy to parents and family members in the fall. Parents and family members will also participate in decision making by serving on Campus Site Based Committees and a designated Title I, Part A Parent and Family Engagement meeting. Meetings will be scheduled at convenient times such as in the morning, evening or individually with the Special Programs Director. Parents and family members will be actively recruited and encouraged to attend meetings through various district notification systems which may include, but are not limited to, parent notification app, school marquee and district website.

3. The Alba-Golden Independent School District will provide necessary coordination,

technical assistance, and other support to assist its schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance.

Alba-Golden ISD will provide a district meeting of parents, family members, community members, and campus personnel to provide feedback and input on campus plans, policies, and budget allocations.

The District Special Programs Director will be available to serve in an advisory capacity to each campus.

Alba-Golden ISD will monitor each campus to ensure that the following documents are in place: Parent and Family Engagement Policy, use of School-Parent Compacts, flexible meetings times offered to conference with teachers to monitor student progress, and real time access to student attendance and academic standing.

4. The Alba-Golden Independent School District will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under other programs.

Where appropriate, the district will coordinate and integrate parent and family engagement strategies and opportunities at the campus level with other programs such as: pre-kindergarten programs, special education programs, ESL instructional programs, reading programs, math programs and family literacy night programs.

5. The Alba-Golden Independent School District will take the following actions to conduct, with the involvement of parents and families, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents and family members) its parent and family engagement policy.

Alba-Golden ISD will survey parents and family members to evaluated the effectiveness of the program including (but not limited to) parent and family engagement strategies and barriers to greater participation.

This survey will be offered in the spring and disaggregated in the comprehensive needs assessment process in order to assist in the development of the district and campus improvement plans.

6. The Alba-Golden Independent School District will build capacity for strong parent and family member engagement between its schools, parents, family members and the community in order to ensure effective involvement and to support a partnership among all stakeholders to improve student academic achievement, through the following activities specifically described below:

The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I, Part A
- how to monitor their child's progress, and
- how to work with educators.

In order to foster parent and family engagement, the school district, with the assistance of its schools, will provide materials and training to help parents and family members work with their children to improve their child's academic achievement. Training and materials may include literacy training, online learning for parents, technology usage, and parent newsletters.

The school district will (with the assistance of its schools, parents, and family members) educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents and family members as equal partners in the value and utility of contributions of parents and family members, and in how to implement and coordinate parent and family engagement programs and build ties between parents, family members and its schools.

The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities such as family literacy night programs, parent and family member volunteer programs, as well as, other activities that encourage and support parents and family members in participating to the fullest extent possible in the education of their children.

The school district will ensure that information related to its schools and parent and family engagement programs, meetings, and other activities, is sent to the parents and family members of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents and family members can understand.

All required documents, including this parent and family engagement policy, are posted on the district website. An online translation system is available to assist with communication.

PART III. POLICY DEVELOPMENT, REVIEW, REVISION AND DISTRIBUTION STATEMENT

This District Wide Parent and Family Engagement Policy has been developed jointly with, and agreed upon with parents and family members of children participating in Title I, Part A programs. This policy will be reviewed and revised annually. The school district will distribute this policy to all parents and family members by way of the student handbook and district website.