2026–2027

ALDERETE MIDDLE SCHOOL

STUDENT HANDBOOK

EAGLES • PACK TO SOAR
Canutillo Independent School District

EXCELLENCE • ACCOUNTABILITY • GROWTH • LEADERSHIP • EMPOWER • SUCCESS

WORKING DOCUMENT

This handbook is a working document and may be revised as campus needs, circumstances, or situations change. Campus procedures and expectations may be updated at the discretion of the principal, provided they remain consistent with applicable law, Canutillo ISD Board policy, and the Student Code of Conduct.

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Welcome, Eagles!

Welcome to Alderete Middle School! I am excited to begin another year with our students, families, and staff. At Alderete, we believe middle school should be a place where students feel known, supported, challenged, and proud to belong. Our goal is simple: every Eagle should grow academically, build confidence, make good choices, and discover the strengths they will carry with them beyond our campus.

This handbook is here to help students and families understand how we do things at Alderete. Our expectations are designed to keep our campus safe, respectful, organized, and focused on learning. We ask every student to know the expectations, live our core values, and remember that being an Eagle means taking pride in yourself, your school, and the people around you.

Parents and families, thank you for being our partners. When school and home work together, our students have the strongest opportunity to succeed. Please reach out whenever you have questions, concerns, or ideas. We want you to be part of the Alderete community.

Let's make it a great year. Pack to Soar!

Dr. Paz
Principal, Alderete Middle School

Alderete Leadership & Student Support

- **Principal:** Dr. Erika Pasieczny
- **Assistant Principal:** Mrs. Jenny Patino
- **Dean of Instruction:** Veronica Cossio
- **Counselor:** Mrs. Abigail Mansion
- **Counselor:** Rachel Landeros

We are here to support our Eagles and families throughout the school year.

Our EAGLES Core Values

E — Excellence: We give our best every day.
A — Accountability: We own our choices.
G — Growth: We learn, improve, and keep moving forward.
L — Leadership: We lead by example.
E — Empower: We use our voice, strengths, and choices to make a positive difference.
S — Success: We work toward our goals and celebrate progress.

Absences/Attendance

Being at school every day and on time matters. Alderete Middle School expects students to attend all classes unless they are ill or have another legally excused reason. Families should avoid unnecessary absences and appointments during the school day whenever possible.

Daily Attendance

The Alderete Middle School day begins at 7:45 a.m. and ends at 3:55 p.m. Students are expected to be at school and ready to learn by 7:45 a.m. Official attendance is taken at 9:15 a.m. Students are expected to attend the entire school day; arriving late or leaving early may result in missed instructional time.

If Your Child Is Absent

- A parent/guardian must provide an explanation for the absence when the student returns to school. Alderete may accept a parent phone call but may require written documentation.
- The school determines whether an absence is excused or unexcused under district policy and state law.
- Students are responsible for completing missed assignments and making up required work.
- For an illness lasting three or more consecutive school days, provide a doctor or health-clinic note within three days of the student returning to school.
- A doctor's note may also be requested when a student develops a pattern of repeated absences.

Common Excused Absences

State law allows certain absences to be excused when required documentation is provided and missed work is completed. Examples that may apply to Alderete students include:

- Religious holy days
- Required court appearances
- Documented health-care or mental-health appointments
- Certain activities required for students in state conservatorship
- Certain absences related to a parent or guardian's military deployment
- Serious or life-threatening illness or treatment when properly certified by a physician
- Other absences specifically permitted by state law or Canutillo ISD policy

Attendance Requirement

Texas law requires students to attend at least 90% of the days a class is offered to receive credit or a final grade. Excused absences can still count toward the 90% attendance requirement unless an exception applies. Students who fall below the requirement may be assigned an attendance plan or have their case reviewed under district policy.

When Absences Become a Concern

Alderete will work with families early when attendance becomes a concern. State compulsory-attendance requirements also apply:

- Three or more unexcused absences within a four-week period require the school to notify the parent/guardian and begin attendance interventions.
- Ten or more unexcused absences within a six-month period may result in additional truancy action as required by law.
- Students may be assigned attendance interventions or supports, which can include conferences, an attendance improvement plan, counseling or other school-based supports.
- Attendance concerns for students receiving special education or Section 504 services will be addressed with the appropriate ARD or Section 504 committee when required.

Alderete Attendance Expectations

- Come to school every day and arrive on time.
- Go directly to each class and avoid unnecessary tardies.
- Parents/guardians should communicate with the school when a student will be absent.
- Turn in requested documentation promptly.
- If attendance becomes difficult, contact Alderete so we can work together on a plan before absences become a larger problem.

Questions about attendance may be directed to the Alderete Middle School attendance office or a campus administrator. District attendance requirements remain governed by Canutillo ISD policy and applicable state law.

Accountability under State and Federal Law (All Grade Levels)

Canutillo ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of accountability is the dissemination and publication of certain reports and information, including:

- The Texas Academic Performance Report (TAPR) for the district, compiled by the Texas Education Agency (TEA), based on academic factors and ratings
- A School Report Card (SRC) for each campus in the district, compiled by TEA
- The district's financial management report, which includes the financial accountability rating assigned to the district by TEA
- Information compiled by TEA for the submission of a federal report card that is required by federal law

Accountability information can be found on the district's website at www.canutillo-isd.org Hard copies of any reports are available upon request to the district's administration office.
TEA maintains additional accountability and accreditation information at TEA Performance Reporting Division (https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting).

After-School Games & Events

- Students wearing an AMS shirt receive free admission to home games.
- Students who do not follow expectations may lose the privilege of attending future events.
- Students must remain in the designated student area.
- Do not go under the bleachers or hang out in areas where students are not permitted.
- Do not wander back and forth during the event.
- Sit and watch the game and support your classmates and teammates.
- If the stands cannot be kept clean, outside food and candy may be restricted.
- Clean up after yourself, including food, wrappers, and trash.
- Students represent themselves, their school, and their families when attending events.
- Attending a game or school event is a privilege.

Awards and Honors (All Grade Levels)

Please contact the campus administrator for more information.

Bullying (All Grade Levels)

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging

reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school
- Infringes on the rights of the victim at school

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done using any electronic communication device, including:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism

The district will integrate into instruction research-based content designed to reduce bullying that is appropriate for students' age groups.

Students in elementary grades will participate in:

- Instruction designed so that students can recognize bullying behaviors and how to report them
- Age-appropriate discussions that encourage peers to intervene when they observe bullying occur
- Instruction that characterizes bullying as a behavior that results from the student's need to acquire more mature social or coping skills, not an unchangeable trait

Students in secondary grades will participate in:

- Instruction on the brain's ability to change and grow so the student recognizes bullying behavior can come from a developmental need to acquire more social skills, can change when the brain matures and learns better ways of coping, and is not an unchangeable trait
- Discussions that portray bullying as undesirable behavior and a means for attaining or maintaining social status at school, and that discourage students from using bullying as a tool for social status
- Instruction designed so that students recognize the role that reporting bullying behaviors plays in promoting a safe school community

The district will use an age-appropriate survey about school culture that includes relevant questions on bullying to identify and address student concerns.

Each campus has a Multi-Tier Systems of Support (MTSS)/Positive Behavior Interventions and Support (PBIS) committee that addresses bullying by focusing on prevention efforts and health and wellness initiatives. The committee will include parents and secondary students. For more information on this committee, including interest in serving on the committee, contact a campus administrator.

If a student believes that they have experienced bullying or witnessed the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Any district employee aware of a report of a bullying incident will relay the report to an appropriate administrator. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying by completing and submitting a report on the Canutillo ISD's Anonymous Alerts reporting system found on the district and campus websites: https://www.anonymousalerts.com/canutilloisd/default.aspx.

The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not meet the definition of bullying.

The district will provide research-based interventions, which may include counseling options, for students who engage in bullying behaviors, students who are targeted by bullying behaviors, and any student who witnessed bullying behaviors.

Any action taken in response to bullying will comply with state and federal law regarding students with disabilities.

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

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the board may transfer the student to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See Safety

Transfers/Assignments]

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and

Dress and Grooming

Alderete Middle School students are expected to follow the campus dress code each school day. The purpose of the dress code is to support safety, reduce distractions, and maintain a school-ready environment.

Uniform Expectations — 2026–2027

- Students must wear the approved Alderete Middle School uniform shirt and approved uniform bottoms.
- Solid-color orange, gray, or white undershirts may be worn under the uniform shirt.
- Students may wear design-free denim and design-free khaki pants or shorts.
- Shorts may be no more than three inches above the knee.
- Shoes must be closed-toe, rubber-soled athletic shoes.

Hoodies, Jackets & Head Coverings

- AMS-logo hoodies are allowed.
- NEW FOR 2026–2027: Solid black zip-up hoodies are allowed, but they must be worn unzipped while inside the building.
- Solid-color zippered jackets without an AMS logo are allowed but must be worn unzipped while inside the building.
- Hoods, caps, beanies, and other head coverings may not be worn inside the building. Head coverings worn for religious purposes are permitted.

Dress Code Guidelines — Updated 2026–2027

- Clothing may not be purposefully torn, ripped, excessively oversized, or otherwise create a safety concern in classrooms, P.E., science labs, or hallways.
- No spaghetti straps, strapless or off-the-shoulder tops, low-cut tops, muscle shirts, tank tops, or midriff/crop tops.
- No leggings, jeggings, spandex pants, pajama pants, or workout attire.
- No open-toed shoes, sandals, slippers, Crocs, or similar footwear.
- Sunglasses may not be worn inside the building and should be stored in the student's backpack.
- No bandanas, gauges or spikes, exposed body piercings, or visible tattoos.
- No ripped or torn clothing, corduroy pants, cargo pants, or excessively oversized clothing.
- No baggy pants; pants must be worn at the waist.
- Clothing may not display gang-related, offensive, inappropriate, or disruptive language, images, or symbols.

Non-Uniform / Modified Free Dress Days

Non-uniform or modified free dress days will be announced in advance. Students must still follow all Alderete dress-code expectations for coverage, footwear, safety, and appropriate content.

Dress Code Corrections

If a student is out of dress code, the student will be given an opportunity to correct the issue at school when possible, including use of available campus uniform items. If the issue cannot be corrected, the student may be assigned to ISS for the remainder of the day or until a parent or designee provides an acceptable change of clothing. Repeated violations may result in additional consequences in accordance with the Student Code of Conduct. Dress-code checks may be conducted by administrators, staff, security, and teachers.

Lunch Expectations

- Only one student at a time may leave the cafeteria for the restroom.
- Follow cafeteria expectations and directions from staff.

- Students assigned lunch detention will be picked up and taken to the designated detention area. Students assigned detention for tardies will be picked up by Mr. Chacon. Students assigned detention for not having an ID will report to the Parent Liaison area, where lunch will be delivered.
- Students assigned lunch detention must remain in the designated area.
- Follow expectations regarding IDs, tardies, and behavior during lunch.
- Students must have an authorized pass when leaving the cafeteria for tutoring.

Outside Food, Deliveries, Gifts & Celebrations

- Outside food and drink deliveries are not permitted for students during the school day. This includes fast food, Starbucks, restaurant deliveries, DoorDash, Uber Eats, and similar deliveries.
- If a student forgets a lunch they planned to bring from home, breakfast and lunch are available to students at school at no cost.
- Outside food may not be brought or delivered for student birthday parties or classroom celebrations during school hours.
- Flowers, balloons, gift baskets, large gifts, and similar items may not be delivered or brought to school for students.
- Students should not bring large gifts to exchange with one another at school. These items can be lost or stolen and may become a distraction in classrooms and hallways.
- Deliveries sent to the school for students will not be accepted and will be turned away.

Required State Assessments

STAAR (State of Texas Assessments of Academic Readiness) for Grades 3-8

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

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Science in grades 5 and 8
- Social Studies in grade 8

Standardized Testing for a Student Enrolled Above Grade Level

If a student in grades 3-8 is enrolled in a class or course intended for students above the current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state-mandated assessment only for the course in which they are enrolled, unless otherwise required to do so by federal law.

A student in grades 3-8 shall be assessed at least once in high school with the ACT or the SAT if the student completes the high school end-of-course assessments in mathematics, reading/language arts, or science before high school.

High School Courses End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments is required for graduation, unless waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment. The windows occur in the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have opportunities to retake the assessment.

Requesting Administration of STAAR/EOC in Paper Format (All Grade Levels)

STAAR and EOC assessments are administered electronically.
A parent or teacher may request that a STAAR or EOC be administered to a student in paper format. The district may grant this request for any single administration for up to three percent of the number of students enrolled in the district. Requests will be granted in the order in which they are received.
Requests for paper format for a fall administration of a STAAR or EOC must be submitted no later than September 15 each school year.
Requests for paper format for a spring administration of a STAAR or EOC must be submitted no later than December 1 each school year.

Standardized Testing for a Student in Special Programs

Certain students — some with disabilities and some classified as emergent bilingual students — may be eligible for exemptions, accommodations, or deferred testing.
STAAR Alternate 2 is available for eligible students receiving special education services who meet certain state-established criteria as determined by the student's ARD committee.
An admission, review, and dismissal (ARD) committee for a student in grades 9-12 receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP). [See Graduation (Secondary Grade Levels Only)]
STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.
For more information, see the principal, school counselor, or special education director.
Failure to Perform Satisfactorily on a STAAR or EOC Assessment
If a student does not perform satisfactorily on a required state assessment in any subject, the district will provide accelerated instruction for the student in the next school year through one of the following:

- Assigning the student to a teacher who is certified as a master, exemplary, or recognized teacher if one is available in the grade and subject matter of the state assessment on which the student did not perform satisfactorily
- Providing supplemental instruction

A student may be required to attend any assigned supplemental instruction program before or after school or during the summer.
Please contact the campus regarding transportation for supplemental instruction.
When a student fails to perform satisfactorily on a required state assessment in the same subject area for two or more years, the district shall develop an accelerated education plan. Parents are encouraged to participate in developing this plan.
Personal Graduation Plan — Middle School Students
For a middle-school student who does not perform satisfactorily on a state-mandated examination, a school official will prepare a personal graduation plan (PGP).
School officials will also develop a PGP for a middle-school student who is determined by the district to be unlikely to earn a high school diploma within five years of high school enrollment. The plan will, among other items:

- Identify the student's educational goals
- Address the parent's educational expectations for the student
- Outline an intensive instruction program for the student

[See the school counselor and policy EIF(LEGAL) for more information.]
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.

[See Personal Graduation Plans for information related to the development of personal graduation plans for high school students.]

Schedule Changes (Middle/Junior High and High School Grade Levels)

Students are given ten school days to submit a schedule change request. Requests are submitted via google form to the counseling center. All requests are reviewed, and final decisions are shared with students, in person or via email.

Searches and Investigations

Searches in General (All Grade Levels)

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches and investigations.

District officials may conduct investigations in accordance with law and district policy and may question students regarding a student's own conduct or the conduct of others. [For questioning of students by law enforcement officials, see Law Enforcement Agencies (All Grade Levels).]

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

District Property

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

Students are responsible for any item found in district property provided to the student that is prohibited by law, district policy, or the Student Code of Conduct.

Metal Detectors

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

Personal Communications and Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over

to law enforcement to determine whether a crime has been committed.

[See Electronic Devices and Technology Resources (All Grade Levels) and policy FNF(LEGAL) for more information.]

Trained Dogs

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

Drug Testing (Secondary Grade Levels Only)

See Steroids (Secondary Grade Levels Only)

Vehicles on Campus (Secondary Grade Levels Only)

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

Sexual Harassment

[See Dating Violence, Discrimination, Harassment, and Retaliation (All Grade Levels)]

Special Programs (All Grade Levels)

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, emergent bilingual students, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the school counselor or the campus instructional coach.

The Texas State Library and Archives Commission's Talking Book Program (https://www.tsl.texas.gov/tbp) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. These assessments are usually taken at the end of the junior year. Students are encouraged to talk with the school counselor early during their junior year to learn about these assessments and determine the appropriate examination to take. The Preliminary SAT (PSAT) and Pre-ACT are the corresponding preparatory and readiness assessments for the SAT and ACT.

Note: These assessments may qualify a student to receive a performance acknowledgment on the student's transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The TSI assesses the reading, mathematics, and writing skills that first-year students need to perform effectively as undergraduates in Texas public colleges and universities. This assessment may also be required before a student enrolls in a dual credit course offered through the district. Achieving certain benchmark scores on this assessment may also waive certain end-of-course assessment requirements in limited circumstances.

Summer School (All Grade Levels)

Summer school programs are overseen by the Director of Curriculum & Instruction. For information regarding programs offered and start/end dates, please call Shawn Leggett at (915) 877-7433.

Tardies (All Grade Levels)

- When the bell rings, walk with purpose and go directly to class.
- Do not wait for friends, congregate, or wander in the hallways.
- Do not scream in the hallways.
- Keep your hands to yourself. Horseplay and inappropriate physical contact are not permitted.
- Students have enough passing time to get to class when they move with purpose.
- Three tardies to the same class will result in lunch detention.

Technology & Digital Responsibility

- If you need help with your account or district technology, ask a staff member for help.
- Students are responsible for activity that occurs under their account.
- Students should change the default password on their district account to a personal, secure password.
- Messages sent to students or teachers through district systems may be viewable, including inappropriate language.
- Messages or searches involving harm to yourself or others may be flagged and staff may be notified.
- Activity on district devices and district systems may be monitored.

Textbooks, Electronic Textbooks, Technological Equipment, and Other

Instructional Materials (All Grade Levels)

Instructional materials are any resources used in classroom instruction as part of the required curriculum, such as textbooks, workbooks, computer software, or online services.

The district selects instructional materials in accordance with state law and policy EFA.

The district provides approved instructional materials to students free of charge for each subject or class. Students must treat instructional materials with care, as directed by the teacher.

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

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the

damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.
For information on library books and other resources students may access voluntarily, see Library (All Grade Levels).

Transfers (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.
The superintendent is authorized to investigate and approve transfers between schools.
[See Safety Transfers/Assignments, Bullying (All Grade Levels), and A Student with Physical or Mental Impairments Protected under Section 504, for other transfer options.]

Transportation (All Grade Levels)

School-Sponsored Trips
Students who participate in school-sponsored trips are required to use school-provided transportation to and from the event. However, in accordance with campus procedures, a parent may provide written consent for their child to ride with or be released after the event to the parent or another adult designated by the parent. [See School-Sponsored Field Trips (All Grade Levels)]
Buses and Other School Vehicles
The district makes school bus transportation available to all students living two or more miles from school and to any eligible students who are experiencing homelessness. This service is provided at no cost to students.
Bus routes and stops will be designated annually. Any changes will be posted at the school and on the district's website. For the safety of the driver and all passengers, students must board district vehicles only at authorized stops and drivers must unload passengers only at authorized stops.
A parent may designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for their child. The designated location must be an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, contact the transportation supervisor at (915) 877-7735.
Students are expected to assist district staff in ensuring that buses and other district vehicles are clean and safe. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Observe all usual classroom rules
- Follow the driver's directions at all times
- Enter and leave the vehicle in an orderly manner at the designated stop
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the vehicle or its equipment
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle
- Be seated while the vehicle is moving
- Fasten their seat belts, if available
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle
- Follow any other rules established by the operator of the vehicle

Misconduct will be punished in accordance with the Student Code of Conduct, including loss of

the privilege to ride in a district vehicle.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Uniform & Student IDs

- Students must have their ID and pay any outstanding fines to attend special events such as Winterfest, dances, and similar activities.
- Replacement lanyard: $2
- Replacement ID: $5
- If an ID is forgotten or lost and the student does not want detention, a replacement may be purchased.
- Students assigned lunch detention for not having an ID will be picked up, and lunch will be delivered to the designated detention area.
- Students without an ID during first period must report to the Parent Liaison room to let us know if the ID was forgotten or lost, or if they have money to purchase a new ID that day. Students will receive a pass to return to class so their first-period teacher knows they have already reported to the Parent Liaison.
- If you do not have your ID, you may be assigned lunch detention.
- Students are expected to wear their ID each day.
- Your student ID is part of your uniform.

Vandalism (All Grade Levels)

Littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Video Cameras (All Grade Levels)

For safety purposes, the district uses video and audio recording equipment to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings as needed and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

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

[See policy EHBAF(LOCAL) for more information.]

[See Consent to Video or Audio Record a Student When Not Already Permitted by Law for video and other recording by parents or visitors to virtual or in-person classrooms.]

Visitors to the School (All Grade Levels)

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must:

- Request entry to the school at the primary entrance unless otherwise directed by a district employee
- Report to the main office
- Be prepared to show identification
- Exit the school at the primary entrance and leave all exterior doors closed, latched, and locked unless actively monitored by a district employee
- Comply with all applicable district policies and procedures

If requested by a district employee, a visitor must provide identification such as a driver's license, other picture identification issued by a government entity, or employee or student identification issued by the district. A person who refuses to provide identification and who reasonably appears to have no legitimate reason to be on district property may be ejected from district property.

Individuals may visit classrooms or observe virtual instruction during instructional time only with approval of the principal and teacher. Visitors may not interfere with instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted.

[See Consent to Video or Audio Record a Student When Not Already Permitted by Law for video and other recording by parents or visitors to virtual or in-person classrooms.]

Unauthorized Persons

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

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

A verbal warning and persistent inappropriate behavior are not required for a person serving as a referee, judge, or other official of an extracurricular athletic activity or competition sponsored or sanctioned by the school district or UIL to eject a spectator.

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

[See the Student Code of Conduct]

Volunteers (All Grade Levels)

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

If you are interested in volunteering, please contact the school's parent liaison or the Human Resources Department at (915) 877-7423 for more information and to complete an application. Subject to exceptions in accordance with state law and district procedures, the district requires a state criminal history background check for each volunteer, including parents, guardians, or grandparents of a child enrolled in the district. The volunteer must pay all costs for the background check.

Withdrawing from School (All Grade Levels)

To withdraw a student under age 18 from school, the parent or guardian must submit a written request to the principal specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.