

ANGLETON INDEPENDENT SCHOOL DISTRICT

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ADMINISTRATIVE PERSONNEL

Heath Burns, Ed.D.	Superintendent	849-8594
Pat Montgomery, Ed.D.	Executive Director of Instruction	849-8594
Scott McLean	Executive Director of Operations	849-8594
Stan Lindner	Director of Human Resources	848-8368
Pam Wood	Director of Academic Services	849-8594
Kalean Bowie	Director of Student Services	849-8594
Deborah Northrup	Director of Elementary Education	849-8594
Mark Comneck	Director of Secondary Education	849-8594
Steve Davis	Director of Transportation	864-8706
Glynis Ramsey	Director of Food Service	849-6193
Rudy Santos	Director of Maintenance	864-8740

SCHOOLS

<u>CAMPUS</u>	<u>PRINCIPAL</u>	<u>TELEPHONE</u>
Angleton High School 1201 Henderson Road	Gordon Smith	849-8206
Angleton Intermediate School 1800 Downing Road	Roy Gardner	849-4318
Angleton Middle School 1001 West Mulberry	Lisa Davis	848-8990
Early Childhood Campus 429 East Locust Street	Annette Jones	849-1226
Northside Elementary School 1000 Ridgecrest Drive	Lenda Robinson	849-6189
Southside Elementary School 1200 Park Lane	Jerry Crowell	849-5245
Westside Elementary School 300 Walker Street	Sidney Hamilton	849-6288
Rancho Isabella Elementary 100 Corral Loop	Robin Braun	849-2418
Frontier Elementary 5200 Airline	Ron Redden	849-8241
Marshall Education Center 300 Parrish Street	Carol Hebert	864-8702
Juvenile Justice Alternative Education Program	Belinda Gaines	864-1210

ANGLETON INTERMEDIATE SCHOOL ADMINISTRATIVE STAFF

Principal: Roy Gardner
Assistant Principals: Karen Matt
Jerri McNeill
Legena Roberts-Kpinkpin

Counselors: Dwana Durgens
Keith Barnett

A.I.S.D. MISSION STATEMENT

Our mission is the continual development of an environment, which inspires every participant to life-long learning as a responsible and productive member of an ever-changing world.

INTRODUCTION

This handbook has been prepared to inform students, parents and other community members of the policies and procedures of the schools in the Angleton School District. The Student Handbook is designed to be in harmony with federal and state laws, board policy and campus procedures. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will supersede the provisions found in this handbook and made obsolete by newly adopted policy.

Angleton ISD does not discriminate on the basis of race, religion, color, national origin, sex or handicap in providing education services. Dr. Pat Montgomery and Klean Bowie have been designated to coordinate compliance with the non-discrimination requirements of Title IX. Klean Bowie has been designated to coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act of 1973. See policy FB(Local) for the names of these compliance officers. Angleton ISD does not discriminate on the basis of disability by denying access to the benefits of district services, programs or activities. To request information about applicability of Title II of the Americans with Disabilities Act (ADA), any interested person should contact Klean Bowie.

This school district periodically applies pesticides. Information concerning these applications may be obtained from Rudy Santos at (979) 864-8740.

Si necesita asistencia o una traducción, por favor llame a la escuela de su hijo o hija.

HELPFUL HINTS AND SUGGESTIONS

1. Attend class regularly! If you miss school too often, you begin to lose interest and fail.
2. Take all necessary materials to class and be in your seat, ready to begin class, when the tardy bell rings.
3. Accept correction by the teacher. If you do not understand an assignment or a statement your teacher makes in class, ask him/her for further clarification.
4. Accept responsibility by keeping up with your assignments.
5. Ask for help when you need it. Do not put off asking for help until it is too late; go for help with a problem when you first realize that you need assistance.
6. Only use your locker. Do not leave your books and belongings in a friend's locker or unattended. Always lock your locker.

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ANGLETON ISD 2006-2007 CALENDAR

JULY 2006						
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TEACHER IN-SERVICE & WORK DAYS	
Aug. 2	New Teacher Orientation
Aug. 3,4	Teacher In-service
Aug. 7	Teacher Work Day
Oct. 20	Teacher In-service
Jan. 2	Teacher Work Day
Jan. 3	Teacher In-service
May 26	Teacher Work Day

GRADING PERIODS	
1 st Semester	Aug. 8 – Dec. 15
1 st 6-weeks	Aug. 8 – Sept. 15
2 nd 6-weeks	Sept. 18 – Oct. 27
3 rd 6-weeks	Oct. 30 – Dec. 15
2 nd Semester	Jan. 4 – May 24
4 th 6-weeks	Jan. 4 – Feb. 16
5 th 6-weeks	Feb. 19 – Apr. 5
6 th 6-weeks	Apr. 10 – May 24

ECC uses Modified Grade Period

Graduation May 25, 2007

OPEN HOUSE DATES

Aug. 7 *Meet the Teacher*
 ECC 4:00 – 5:30
 Elementary Schools 5:00 – 6:30

Aug. 17	ECC	6:00 – 7:30
Aug. 22	AMS – 5 th	5:30 – 6:30
Aug. 22	AMS – 6 th	7:00 – 8:00
Aug. 24	AIS	6:00 – 7:30
Sept. 14	Northside	6:00 – 7:30
Sept. 5	AHS	6:00 – 7:30
Sept. 12	Rancho	6:00 – 7:30
Sept. 11	Frontier	6:00 – 7:30
Sept. 19	Southside	6:00 – 7:30
Sept. 14	Westside	6:00 – 7:30
Sept. 15	JJAEP	2:30 – 4:30
Mar. 2	ECC	6:00 – 7:30

BAD WEATHER MAKE-UP DAYS
 Jan. 15, 2007 Apr. 9, 2007

EARLY DISMISSAL DAYS
 School dismisses 1 hour early on:
 December 15, 2006 May 24, 2007

LEGEND	
\New Teacher Orientation
● In-service
◆Teacher Work Day
(.....Beginning of Six Week Cycle
)End of Six Week Cycle
X Holiday
*Early Dismissal
[]Bad Weather Day

JANUARY 2007						
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**CALENDAR FOR
PROGRESS REPORTS AND REPORT CARDS**

1st 6-weeks	Progress Reports Issued	August 30, 2006
	Report Cards Issued	September 22, 2006
2nd 6-weeks	Progress Reports Issued	October 11, 2006
	Reports Cards Issued	November 3, 2006
3rd 6-weeks	Progress Reports Issued	November 29, 2006
	Report Cards Issued	January 5, 2007
4th 6-weeks	Progress Reports Issued	January 31, 2007
	Report Cards Issued	February 23, 2007
5th 6-weeks	Progress Reports Issued	March 21, 2007
	Report Cards Issued	April 13, 2007
6th 6-weeks	Progress Reports Issued	May 9, 2007
	Report Cards Mailed	June 1, 2007

ABSENCES

ADMIT FOR ABSENCES: When a student is absent, the parent needs to call the school and speak with the attendance clerk. Upon returning to school after an absence, the student is required to bring a note from his parent/guardian or doctor that contains the following information:

1. date,
2. full legal name of student,
3. length and date(s) of absence,
4. cause of absence,
5. parent's/Guardian's/doctor's signature and phone number.

The student is to bring his/her note to the attendance office upon arrival at school. A student who is absent only part of a day should follow the same procedures. **Anytime a student is absent, even if the student is signed out during the school day by a parent, a note is required within 48 hours or it will be entered and shown as an Unexcused Absence.** Excessive absences will result in the student's name being forwarded to the district attendance officers.

EXCUSED ABSENCES OR ABSENCES DUE TO EXTENUATING CIRCUMSTANCES: An absence is excused when it results from:

1. Illness of child
2. Illness or death in the family of the child
3. Quarantine of the child and family
4. Doctor, dental, or health practitioner appointment. NOTE: Student will not be counted absent if a student attends school any part of the day of the appointment and brings a verifying note from the doctor, dental, or health practitioner upon return to school.
5. Approved extra curricular school activities
6. Hazardous travel conditions
7. Participation in court proceedings
8. An absence approved by the principal

All absences are considered **unexcused** until appropriate documentation/note is submitted.

UNEXCUSED: This classification is used for absences due to truancy or other absences not classified as "excused". The decision as to whether an absence is excused or unexcused will be left to the discretion of a school principal.

HOW ABSENCES COUNT: Absences are counted per class period. Any absence, unless it is recorded as an “M” for medical excuse, will be counted when determining perfect attendance. Leaving early from a class period may indicate an absence in that particular class. A student will be considered tardy before 8:10. After 8:10 the student will be marked absent to first period.

MAKE-UP WORK: Upon returning to school after an excused absence, it is the student’s responsibility to make arrangements with each teacher for any work missed, including specific dates for completion. Students shall receive a zero for any assignment or test not made up within the allotted time. The grade for make-up work after an unexcused absence shall be no higher than 70.

TRUANCY: The Texas Family Code, Section 51.03 (b)(2) defines truancy as the unexcused voluntary absence of a child from school:

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

LEAVING SCHOOL EARLY: Angleton Intermediate is a closed campus. Once students arrive they are not to leave the school campus during the day unless they have a note from their parent or legal guardian. The note must contain the following information:

1. name of Student
2. reason for leaving school campus
3. time student is to leave school, and
4. parent’s signature and phone number.

If a student leaves campus, ONLY the parent/guardian or person(s) listed on the student’s emergency card may sign the student out of the Assistant Principals’ Office. Identification will be required for verification. Violation of this policy will result in disciplinary action.

REQUESTING HOME ASSIGNMENTS: Arrangements for assignments to be sent home must come from the parent calling or visiting the counselors’ office. Requests should be made early in the morning so that the teachers will have ample time to prepare the home assignments. If a student does not complete his/her assignments, he/she may be assigned tutorials until all assignments are completed.

REQUIREMENTS FOR PERFECT ATTENDANCE: In order for a student to attain Perfect Attendance, the student must be in each class each day. When leaving campus for ANY part of the day, a doctor’s excuse is required.

SUSPENSION: The District shall not impose a grade penalty for make-up work after an absence due to suspension. (Policy EIA – Local)

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In accordance with 40 CFR PART 763 of the Asbestos Hazard Emergency Response Act (AHERA) Section 763.93 pertaining to the Asbestos-in School Identification and notification rule, the Angleton Independent School District hereby notifies all concerned parties of the availability of the Asbestos Management Plan for the District.

The plan and a copy of inspections and assessments are available for review during office hours, Monday through Friday. Should any interested parties desire to view the plan, please contact the Director of Maintenance. The Management Plan includes inspection and physical assessment reports. Every three years, an accredited inspector will conduct an inspection of all known or assumed asbestos-containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff and visitors.

ATTENDANCE

Compulsory Attendance Laws require students to attend school until they become 18 years of age. (Texas Education Code 25.085). **Noncompliance** of Compulsory Attendance Law states if a parent or guardian fails to require a child to attend school for periods as required by law, school officials will warn, in writing, the parent or guardian that attendance is immediately required. If the parent or guardian fails to comply, the parent and the student will be required to appear before a campus and/or district hearing committee. If the student continues to

miss school, school officials will file a complaint against the parent and student in the local justice court. Each day the child remains out of school after the warning has been given may constitute a separate offense. (Texas Education Code 25.093)

90 Percent Rule: A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Exceptions will be made in the case of extenuating circumstances. (Texas Education Code 25.092)

CHILD ABUSE

Reporting child abuse is required by Chapter 34 of the Texas Family Code. The Texas Family Code requires any person "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" must report the case to any local or state law enforcement agency and to the Texas Department of Human Resources. Teachers who see evidence of abuse or neglect and who report it in the good faith belief that such conditions exist and do so for the best interests of the child or children are immune from liability, and their reports will be confidential. **Failure to report a case of child abuse or neglect is a Class B Misdemeanor, punishable by imprisonment of up to 180 days and a fine of up to \$1000.** The Texas Department of Human Resources is required by the Family Code to investigate every report of abuse or neglect received. The Code requires an interview with the subject child at any reasonable time and place, which may be during school hours.

CONCERNS OF STUDENTS OR PARENTS

Students or parents who have a concern should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parent should contact the principal's office. If the outcome of that conference is not satisfactory, the student and/or parents may follow the District's complaint procedure. (Policy FNG Local)

COUNSELING

Counseling is available to all students. Each campus has a counselor who works with individuals, small groups and classes to help students develop understanding of themselves and others. The primary aim of the counselor is to work with boys and girls who are having problems with friends, family, school and self-understanding. The counselor is also available to parents and teachers with concerns that may impact the students' academic success.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. All shirts are to be tucked in and pants are to be worn at the waist. The District prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems or writing on clothing that:

1. are lewd, offensive, vulgar or obscene and/or
2. advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under Policy FNCF (Local).

Inappropriate clothing/accessories include, but are not limited to, the following:

1. tank tops, halter tops, sleeveless shirts, strapless tops, spaghetti straps or any other top in which the shoulder is exposed,
2. cut-off shorts, biking shorts, tights, pajamas,
3. tops which expose the midriiffs,
4. shorts or skirts which are more than the width of a dollar bill above the knee when standing,
5. see-through, sheer or mesh tops or blouses,
6. sunglasses, hats, caps, visors, bandannas, or any other head coverings, combs, curlers, chains,
7. nose studs, nose rings, eyebrow rings or any other body piercing rings which are not covered by clothing (nothing in this provision should be construed to prohibit earrings),
8. house shoes, flip-flops, or bare feet,
9. any clothing or accessories which are profane, vulgar, obscene, advertise or depict sex, tobacco products, alcoholic beverages, drugs, guns, weapons, violence other illegal substances,
10. satanic, cult or gang activities,

11. extreme hairstyles or colors,
12. sagging pants or pants that are torn or have holes in them,
13. shirts unbuttoned more than one or two buttons at the top,
14. exposed tattoos,
15. trench coats/dusters (must be removed prior to entering the building),
16. belts must be worn with pants that have belt-loops, and
17. BOYS ONLY: Boys are not allowed to wear beards or goatees.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. A student whose clothing violates the dress code shall be assigned to in-school suspension for either the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action.

Physical Education uniforms will be required to be worn by all students enrolled in P.E. classes.

EMERGENCY ANNOUNCEMENTS

Radio and television stations that will broadcast emergency information concerning school closings are listed below:

- KTRH-AM (740) – Houston
- KIKK-AM (650) and FM (95.7) – Houston
- KILT-AM (610) and FM (100.3) – Houston
- KPRC-AM (950) – Houston
- Cable Television (Channel 4) – Angleton
- Television (Channel 2) – Houston

GENERAL INFORMATION

Academic Teaming: One of the resources used at AIS to achieve student success is academic teaming. All students are placed on a team with the same four core academic teachers. These four teachers work collectively to plan activities and strategies to help students. Parents may conference with teachers as a team because they share the same planning period.

Assemblies: One indication of the cultural level of a school is the conduct of the student body at an assembly program. Angleton Intermediate School has tradition of exceptionally good behavior at assemblies. Whether or not guests are present, each student is personally responsible for the impression made by the school as a whole. Assemblies are a privilege, which if misused can be lost. Therefore, good conduct at assemblies is absolutely necessary. At all time the student's behavior should be refined and courteous. Unacceptable conduct includes whistling, uncalled for clapping, boisterousness, and talking during the program.

Assembly Area: Morning and Lunch

Students arriving on campus before 7:30 should report directly to the cafeteria. After 7:30 and at lunch, the assembly areas are to be used in the following ways:

- Students arriving at school between 7:30 and 7:42 should go directly to their designated assembly area.
- After students finish eating lunch, they should report directly to their designated assembly area as directed by personnel on duty.
- No running, throwing objects, or other forms of horseplay will be tolerated in the assembly area.
- Students must make every effort to keep the assembly areas clean and attractive by not littering and keeping off the grass.
- Students will be required to be in their designated assembly areas.

Behavior: Good conduct, common courtesy, and respect for teachers and classmates are essential for success at school. The teachers are in complete charge of all the activities in the classroom, but the responsibility for good conduct remains with the students. Students are not permitted to leave the classroom without permission from the teacher. In addition, the following forms of misconduct will not be tolerated:

1. lying to school personnel,
2. cheating -- this includes giving or receiving information on a test or copying homework assignments,
3. gambling,
4. bringing prohibited instruments, including but not limited to, knives, firearms, fireworks, lighters, matches, water guns, and other similar devices,

5. fighting (which will result in suspension, placement in GSC and notification of law enforcement which could result in a citation being issued),
6. use of abusive language (which may result in suspension, placement in GSC, and notification of law enforcement which could result in a citation being issued), and
7. disruption of class that interferes with instruction.

Penalties for misbehavior may include:

- **Alternative Educational Settings:** This type of correction might include placement in isolation, in-school Guidance Suspension Center (GSC), Home-based Instruction, the Student Alternative Center (SAC) at Marshall Education Center, and/or the Brazoria County Juvenile Justice Alternative Education Center (JJAEP).
- **Scholastic Penalties:** A student removed from his/her regular classes for any reason other than expulsion will receive an excused absence and will be expected to complete any course work assigned within a time designated by the teacher.
- **Guidance Suspension Center (GSC):** GSC is an alternative discipline setting for students who exhibit habitual misconduct and/or rather severe forms of misconduct. Students assigned to GSC are removed from the regular school setting and placed in a more restricted classroom, redirecting all their energies toward class work. While in GSC, students receive full credit for all class work and test which are completed.

Students assigned to GSC are given a copy of the policies when they enter. They are asked to copy the rules and complete a Behavior Improvement Form each time they are assigned GSC. This signature attests that the student has read and understands those rules, and how they pertain to the student. Many of these rules are identical to those for students in the regular classroom program. A few of the rules which need to be emphasized for students entering the Suspension Center include:

1. Students must report to GSC immediately upon arriving at school. Students in GSC will be dismissed at 3:25 p.m. It is the student's responsibility to arrange for transportation.
 2. If a student is absent because of illness or emergency, the same number of days will be made up in GSC.
 3. Students who are assigned to the GSC for any portion of the day are barred from the regular school campus and all activities, such as participating or attending football games, basketball games, concerts and plays.
 4. Students committing disciplinary infractions warranting GSC assignments the following week will be ineligible for weekend activities.
 5. Students may not talk or communicate with other students in GSC and disturbances of any kind will not be tolerated. No note writing or note passing permitted.
 6. Sack lunches will be provided to all GSC students.
 7. Students who refuse to follow the rules and cooperate with the GSC supervisor will have additional disciplinary action taken.
- **Friday School:** Friday school will be held periodically throughout the school year. It begins immediately after school and is dismissed at 6:00 p.m. Students will be escorted to Friday school prior to the bell at the end of the day. Students may be assigned Friday School for various acts of misconduct or for excessive absences or tardies. Parents will be notified by phone or receipt of the discipline referral when their child has been assigned to Friday school. The discipline referral must be signed by the parent and returned to the Assistant Principal as documentation that the parent knows of the after school detention.
 - **Saturday School:** Saturday School will be held periodically throughout the school. Saturday School is from 8:00 a.m. to 12:00 on designated Saturdays. Students may be assigned Saturday School for various acts of misconduct or for excessive absences or tardies. Parents will be notified by phone or receipt of the discipline referral when their child has been assigned to Friday school. The discipline referral must be signed by the parent and returned to the Assistant Principal as documentation that the parent knows of the Saturday School assignment.
 - **After-School Detention:** After school detention is held every afternoon from 3:20 – 4:00 p.m. Detention may be assigned for various acts of misconduct or for excessive absences or tardies. Students will be escorted to after school detention prior to the bell at the end of the day. Informing parents will be done by various methods, which may include: child informing parents when he/she gets home from school, receipt of parent copy of the disciplinary report (either by mail or delivered by student), and/or special notification through various school forms.

Bicycle Racks: The Bicycle racks are located on campus. All students who ride bicycles to school must use the bicycle racks. All bicycles should be kept locked to prevent your bicycle from being removed from the bicycle rack area. The school will not be held responsible for thefts from this area.

Car Riders (a.m.): All students are to be dropped off in the back of Angleton Intermediate School (stadium side). Students should NOT be dropped off in the front of the school or in the stadium parking lot. All students should be dropped off in the appropriate lanes and follow all safety procedures. Students will be assigned two days of after school detention for not following this safety precaution.

Car Riders (p.m.): Car riders are to move to the covered walkway in back of Angleton Intermediate (stadium side) immediately after 3:20 p.m.

- Vehicles will form a double file line around parking lot to covered walkway
- Students board anywhere along covered walkway in the first lane
- Students boarding in the second lane need to cross at designated teacher-assisted crossing areas to the raised median and then proceed to vehicle
- Once passengers are secured, the vehicle may move into the middle passing lane and proceed cautiously until exiting onto Wildcat Drive
- Students are not permitted to walk across the parking lot; all students are to be picked up in covered walkway area only!

The school day ends at 3:20 p.m. All students need to be picked up immediately unless they are remaining for detention or tutorials and prior arrangements have been made. Please make arrangements to make sure your student is picked up promptly. Disciplinary actions may result if procedures are not followed.

Cell Phones: The following guidelines must be followed for any student who brings a cell phone to school. These guidelines are also part of the AISD Student Code of Conduct (Policy FNCE).

- Cell phones must be turned OFF until after 3:20 each day, and then they must be used outside the building. They may not be in the “silence” or “vibrate” mode.
- Cell phones must be kept in a pocket, purse, or locker during the school day.
- Any parent/student contact during the school day must be through the office, not on the cell phone.
- Students should never loan their cell phones to other students.

Violation of these guidelines will result in the cell phone being confiscated and kept in the assistant principals' office. Only an adult on the student's emergency card will be allowed to pick up the cell phone from an assistant principal.

Corridors (Halls): Students will not run or play in the corridors. Shouting and making other disturbances will not be permitted at any time. Be especially observant of this during lunch periods. Running on campus will not be tolerated. No student should be in the hallway before school, during class, or during lunch unless accompanied by a corridor pass signed by a teacher. Students will not be allowed in the hall before the first bell rings unless given permission by a teacher and accompanied by a corridor pass.

Corridor Permits: Students will not be permitted in the hall during class periods without a corridor permit. Permits to leave the classroom may be secured from the classroom teacher. This permit must be filled out completely.

Fire Drills: Fire drills are held periodically in order to train students in the orderly evacuation of the building.

Lost and Found: The lost and found department is located in the Assistant Principals' /Attendance Office. If any article of value is found, it MUST be turned in to the Assistant Principals'/Attendance Office so that the rightful owner may claim it. Students should have their names on all personal property such as notebooks, coats, sweaters, etc. The school assumes no responsibility for personal property. Students can check for lost items before and after school, and during lunch.

Mandatory Tutorials: Mandatory tutorials are required for students who do not pass academic classes. These tutorials are held on Monday and Thursday afternoons allowing teachers additional time to work with struggling students. Parents will be notified if alternate tutorial days are used. Students who fail to attend tutorials will receive a discipline referral to the Assistant Principal's Office. Texas Education Code §29.084 states that (b) A

district that provides tutorial services *shall* require a student whose grade in a subject for a grade reporting period is lower than the equivalent of 70 on a scale of 100 to attend tutorials.

Parent Volunteer Program: Parent involvement is vital to the overall academic success of our students. Any interested parent, grandparent or friend of Angleton Intermediate School students is encouraged to become involved with the volunteer program. Volunteers are needed to assist in the library with teachers and students, or as clerical help. For information on how to volunteer, please contact the counselors' office at 849-4318.

Personal Property: Personal property, including cameras, MP3 players, CD players, radios, electronic games, and toys are not allowed. These items will be confiscated and must be picked up by a parent.

P.E. Excuses: In the event a student should not be able to participate in some or all physical education activities, the parent should write a note to the P.E. teacher explaining the limitation. If it is necessary for the student to be restricted in P.E. for more than one week, a physician's written statement is required.

Posters, Publications, and Signs: The building principal must approve the display or distribution of signs, posters, or publications in the building or on any part of the campus. **Students posting signs are responsible for their removal.**

Public Display of Affection: Public displays of affection, such as hugging and kissing, will not be allowed on campus.

Restrooms: Loitering in the restroom is not permissible. Students will not be permitted in the restrooms during class periods or before school without a corridor pass.

Sales: All sales of candy, cookies, raffle tickets, and other items either by individuals or organizations are prohibited unless authorized by the principal of Angleton Intermediate School. Only school-sponsored sales are allowed. Selling or trading of any personal type of goods is strictly prohibited while on school property.

School-Sponsored Activities: School rules apply on school grounds, at all athletic events, band or choir concerts, bus trips, or any other school sponsored activities whether or not they are held during regular school hours.

Sexual Harassment: The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behavior known to be offensive, and to stop this behavior when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by work, gesture or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, counselor, or principal.

A complaint alleging sexual harassment by another student or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The first conference with student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible or within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of a complaint.

If the resolution of the complaint is not satisfactory to the student or the parent, the student or parent within 10 days may request a conference with the Superintendent or designees by following the procedure set out in Board Policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Student Identification Cards: Student identification cards serve a number of purposes on campus including lunch purchases, library book checkout, and security. IDs are required to be worn by all students every day. Students should arrive on campus with their ID on a school-approved lanyard and worn properly around the neck. ID lanyards may not be made of beads.

Each student will be provided with an ID and lanyard free of charge at the beginning of the school year. If a student does not have his ID, he will be required to go to the cafeteria before school and purchase a temporary ID for \$1.00. A tardy will be given to students who do not take care of this before the tardy bell rings. Students who do not have \$1.00 will be assessed a fine. These fines should be cleared by the end of each week. Temporary IDs are only valid for the day they are issued.

If a student loses his ID, he should report it to the front office. A replacement ID will be made at a cost of \$5.00. If the student does not have \$5.00, he will be required to purchase a temporary ID every day until he can pay the \$5.00.

Students should never trade IDs. Students caught wearing someone else's ID will be disciplined. Students who damage or mutilate their ID will be required to purchase a new ID for \$5.00.

Failure to comply with the guidelines above will result in disciplinary action.

Tardies: Students are expected to be in their class on time. Persistent tardiness will result in disciplinary action/possible suspension. Students are expected to be in class and seated prior to the bell. Time taken out to correct a child for tardiness is time that is lost for all students in that class.

Telephones: Telephones in the school offices and classrooms are for school use only. Students may use the phones for emergency purposes after obtaining permission from the proper official

Unloading and Loading Areas: Each campus will have a designated bus zone. All parents dropping off or picking up students need to do so at the designated area at each campus: Car riders are to be picked up at the back of the AIS building in the drop off and pick up lanes adjacent to the stadium parking lot. The front parking lot is for BUSES ONLY.

Withdrawals: Students who withdraw during the school year should report to the Principal's office on the day of withdrawal to pick up a withdrawal slip. When withdrawing, **bring a request signed by your parents** to the counselors' office, stating the date of withdrawal, reason, and where you expect to go. Take your check-out or withdrawal sheet, have it signed by each teacher, the librarian, nurse, attendance clerk, cafeteria manager, and counselors' office, and return the completed form to the counselors' office.

GRADES

At Angleton Intermediate School, there are six grading cycles. A report card will be sent home with the student at the end of each grading cycle. Final report cards are mailed home at the end of the school year. Progress reports are mailed home approximately midway through each six-week grading period.

Exams: Seventh grade students will take six-weeks exams. Eighth grade students will take both six-weeks and semester exams.

Advanced Placement Exams: The district shall provide each year an opportunity for students to take advanced placement examinations for secondary school academic subjects. Applications for the tests are available in May, and the tests are administered in the summer. Parents must initiate the request for an advanced placement exam.

Academic achievement of students at Angleton Intermediate School is represented by a number grade. Below is a listing of our grading scale:

NUMERICAL GRADE EQUIVALENT

- A – 90 to 100
- B – 80 to 89
- C – 70 to 79
- F – Below 70 (failure)

CONDUCT GRADES

- E – Excellent
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Supplementary Reports: Teachers may make additional reports to parents concerning a child's progress at any time. These reports may be telephoned, by school visit, or by mail. Parents are invited to meet with their child's teachers during their conference time for a report on their child's progress. Please call the office to arrange a conference with a teacher or counselor or to reach any member of the Angleton Intermediate School staff. The school telephone number is: 979-849-4318.

Promotion & Retention: In grades 5-8, promotion to the next grade level shall be based on mastery of at least 70 percent of the essential knowledge skills based upon course-level, grade-level standards for each of the following core subjects: language arts, math, science, and social studies. Students must have a yearly average of 70% or higher to be promoted.

HEALTH INFORMATION

Students who become ill during the school day should go to the nurse's office. If a student needs to go to the nurse's office, he/she should report to class for roll check, obtain the teacher's permission by getting a hall permit, and then go to the nurse's office. **Students are not allowed to call their parents or leave the school campus when they become ill without first being cleared through the nurse's office.** They must leave with either their parent(s) or the person named to contact in case of emergency. Parents should keep this information up to date with the office.

A licensed nurse is available on campus. All students are screened for hearing, visual problems, and scoliosis at appropriate grade levels.

IMMUNIZATION REQUIREMENTS: ALL STUDENT IMMUNIZATION DATA IS DUE AND MUST BE CURRENT PRIOR TO CLASS ATTENDANCE. The only exception to the above will be in the event of both parents' death, pending completion of legal guardianship procedures. In this instance alone, 30 days from date of enrollment will be allowed to present proof of current immunizations. The following Immunizations are required:

Vaccine	Required Doses
Diphtheria, Tetanus Toxoid, and Pertussis Vaccine (DTP, DTaP, DT, Td)	Five doses of any combination DTaP/DTP unless 4 th dose was given on or after 4 th birthday. Students 7 years or older: <ul style="list-style-type: none"> • Three doses of any combination DTP/DTaP/DT/Td vaccine • One dose of Td required ten years after last dose of DTP/DTaP/DT
Polio (IPV)	Four doses unless the 3 rd dose was on or after 4 th birthday.
Measles, Mumps, Rubella (MMR) *	Two doses of a measles containing vaccine with the first dose on or after the 1 st birthday; second dose by age 5 or entry into kindergarten
Hepatitis A	2 does required for Pre-K ^{***}
Hepatitis B *	Three doses are required for the following grades in the following school year: 2006-2007 K – 12 th
Varicella **	One dose on or after 1 st birthday for the following grades: 2006-2007 K – 12 (Two doses if vaccine given at 13 yrs or older)

* Serologic confirmation of immunity to measles, mumps, rubella or hepatitis B is acceptable in lieu of the vaccine.
 ** A signed statement from the parent/guardian or physician with the date that a child had the chickenpox illness is acceptable in lieu of the Varicella vaccine.
 ***Required for kindergarten through 3rd grade in countries with high incidence rate.

A tuberculin test is recommended for students from underdeveloped countries.

Any student seeking exemption status for religious or philosophical reason must submit an affidavit approved by the state of Texas. Students seeking a medical exemption must submit a signed statement from their physician.

A family doctor or the Brazoria County Health Unit may be contacted for immunizations. Information on the Health Unit is listed below:

Brazoria County Health Unit
 432 E. Mulberry Phone: 849-5711, extension 1484
 Angleton, Texas 77515 9:00 – 11:30 a.m.; 1:00 – 3:30 p.m.
 Routine immunizations: Mon. – Fri. T.B. test: Mon. – Wed. Cost: no charge (at Health Unit)

All students must be accompanied by a parent/guardian in order to get the necessary immunizations unless they are 18 years old. Guardianship papers must be presented at the Health Unit if the natural parent does not accompany the student. The school form must be presented to the Health Unit for stamping and then returned to the school nurse, or return an up-dated copy of the immunization record.

MEDICATIONS

ALL medication is to be brought to the nurse's office immediately upon arriving at school. No student may possess ANY type of medication except prescription asthma inhalers with proper documentation. The only time a student may be in possession is if they are taking the medication directly to the nurse's office upon arrival at school. This includes all prescription and over-the-counter medication (such as Tylenol and sinus medication). **Any student who is found with any type of medication (other than approved asthma inhaler) in his possession will be subject to disciplinary action.**

Over-the-Counter Medication:

1. Upon the recommendations of the Texas Education Agency, Angleton ISD does not provide over-the-counter (OTC) medication. It is the responsibility of the parent/guardian to provide and request any medication that they wish their child to receive. Parents/guardians may send medication to school to be used "as needed" by their child. It must be accompanied by a "medication request" form or by a note from the parent/guardian that includes the student's name, the name of the medication, the dosage and the conditions under which the medication should be given (i.e. fever, cough, pain, etc.). The school does not provide any medications including cough medications, antibiotic ointments or Tylenol.
2. All non-prescription medication must be brought to school in its original container and be properly labeled. The parent is to affix the student's name to the container.
3. Only over-the-counter medications approved by the Food and Drug Administration (FDA) will be administered. The medication will be administered according to the label instructions.

Prescription Medications:

1. Administration of prescription medication must be ordered by a licensed physician or dentist. The prescription must be written and filled by persons licensed in the United States.
2. A written parental/guardian request must accompany the prescription.
3. The medication must be in the original prescription container and labeled to include the student's name, doctor's name, dosage and frequency of administration.
4. Students may be allowed to carry their prescription asthma inhalers with proper documentation.
5. Prescription rescue inhalers for asthma may be carried by a student with proper documentation from the parent and physician. See the school nurse for this form.

General Procedures:

1. A medication request form must be completed and signed by the parent or guardian. If the parent/guardian does not have this form, a note including the name of the child, medication name, dosage, frequency, duration and parent signature will be acceptable. **It is the responsibility of the parent/guardian to send a note giving permission to dispense medication. The school cannot give medications without written consent from a parent/guardian.** As a courtesy, the school may attempt to contact the parent/guardian if medication is sent to school without a note. The school will not be responsible for missed dosages of medication because proper consent was not given.
2. For safety reasons, it would be preferable for medication to be brought to the clinic by the parent/guardian and given to the designated school staff.
3. The student must report to the clinic to take medication.
4. Parents/guardians are encouraged to schedule the administration of student medication in such a manner that school-time dosages are kept to a minimum.
5. All medications will be administered to the student by the school nurse or persons on the Angleton ISD approved list.
6. A record shall be maintained on each student's medication including the date and time it is given.
7. If medication is to go home each night, it is the responsibility of the student or parent/guardian to pick it up each afternoon and to return it the following morning.
8. All medication shall be stored in a locked drawer or cabinet in the nurse's office.
9. If there is a medication discrepancy that might be injurious to the student, the nurse has the right to question the discrepancy or refuse to give the medication. The parent/guardian will be notified.
10. It is the responsibility of the parent/guardian to keep up with the amount of medication on-hand at school. As a courtesy, the nurse will try to send a reminder when medication levels are getting low.

11. At the end of the school year, all medications should be picked up by the student or parent/guardian.
Medication that is not picked up will be destroyed.

EXCLUSIONS FROM SCHOOL BECAUSE OF DISEASE

The Texas Department of Health Communicable Disease Chart will be followed. A student who has an infectious or contagious disease shall be excluded from school until the danger of transmitting the infection or disease to other students has passed. The requirements for readmission to school established by the State Department of Health or a physician's certificate shall be utilized for determining when the student may return to school. The following table lists the most common communicable diseases and states the requirements set by the State Health Department for readmission to school.

Name of Disease	Requirements for Readmission to School
Chicken Pox	Exclude 7 days after lesions appear or until all lesions are crusted over
Diphtheria	Exclude case and/or close contact until released by the City or County Health Department
Infectious Hepatitis	Exclude until no fever and no jaundice, or statement from physician that person is non-infectious
Impetigo	Exclude until treatment begins evidenced by written statement by physician
Lice	Exclude until child is treated
Measles (Rubeola)	Exclude any time symptoms develop and for 7 days after appearance
Measles (Rubella)	No restrictions except any child who has a fever and does not feel well should not be in school
Meningitis	Exclude until statement from physician that person is non-infectious has been received
Mononucleosis	Exclude until recovered, as stated by physician
Mumps	Exclude until released by physician
Pink Eye	Exclude until physician's statement that person is non-infectious is received, or following 24 hours of antibiotic use
Poliomyelitis	Exclude until released by physician
Ringworm	May attend school provided lesions are covered. Treatment is recommended. (SCALP: See state chart)
Scabies	Exclude until treated
Streptococcal Infections	Exclude 24 hours after antibiotic treatment has begun and fever subsides
Tuberculosis	Exclude until released by physician
Typhoid Fever	Exclude case, carrier and/or household until released by Health Department
Whooping Cough	Exclude until completion of antibiotic therapy, or until released by physician

BACTERIAL MENINGITIS: Bacterial Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death. The majority of people diagnosed with bacterial meningitis make a complete recovery if diagnosed early and treated promptly.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Symptoms may include a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. A rash of tiny, red-purple spots may also occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

Fortunately, none of the bacteria that cause meningitis is as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking container, utensils or cigarettes.). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

To prevent the spread of germs, students should not share food, drinks, utensils, or toothbrushes. While there are vaccines for some strains of bacterial meningitis, they are used only in special circumstances such as a disease

outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective 85-90% of the time. It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHERE CAN MORE INFORMATION ON COMMUNICABLE DISEASES BE FOUND?

The school nurse, family doctor and the staff at the local or regional health department office are excellent sources for information on all communicable diseases, including information about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention at www.cdc.gov and the Texas Department of Health at www.dshs.state.tx.us.

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act (Subtitle B-Education for Homeless Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. Services to homeless children are required by Local Educational Agencies in the No Child Left Behind Act, and are primarily found under the requirements of the McKinney-Vento Homeless Education Assistance Act of 2002 (Title X, Part C No Child Left Behind Act) and under Title I. All schools within the Angleton Independent School District shall ensure that public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Homeless Assistance Act.

LOCKERS

Lockers will be assigned to each student. Lockers should be kept clean and orderly with the door closed and locked except when articles are being placed in or removed from them. Students are to take great care to safeguard their individual combinations. The student is responsible for any article left in his/her locker. Students are not to change lockers without permission from the office and are to use only the locker assigned to them. Students are not to place signs or stickers on the inside or outside of their locker. Also, lockers should never be rigged to an open position. Violation of these policies will result in disciplinary action.

Lockers are the property of Angleton Intermediate School and are subject to inspection by authorized school personnel. Students and staff alike should assist in safeguarding both school and student property; however, the school officials cannot be responsible for stolen items.

MEALS

Meals may be purchased in advance. Students are encouraged to buy meals by the week or month. Money may be deposited into a student account any day of the week. Credit card payments are also available via the internet at www.parentonline.net. When eating in the cafeteria, students need to have their I.D. card or money ready in order for the lunch lines to move quickly. **Students are not permitted to charge lunches. Food may not be delivered to the classroom.**

Meal/Item	Students	Staff	Visitors
Lunch	\$2.00	\$2.60	\$3.00
Breakfast	\$1.00	\$1.35	\$2.00
Reduced Lunch	\$0.40		
Reduced Breakfast	\$0.40		
Extra Milk	\$0.30		

Free/Reduced Meals – All applications for free or reduced meals must be renewed at the beginning of each school year. Students are eligible for benefits from the previous school year for 30 school days. All household members may be submitted on one application regardless of the student’s grade. Households that receive notification that students are eligible by direct certification do not need an application.

Cafeteria Procedures: In an effort to have an orderly lunch period, it is necessary that students follow the procedures listed below:

1. Students should report to their 5th period class before going to lunch. Teachers will line up the students and escort them to the cafeteria and snack bar. Students are required to walk in a line to lunch.

2. Students will remain in a line at the cafeteria. They may not save places in the line or at the tables. Also, no running or cutting in line will be permitted.
3. Articles may not be removed from the tray and placed on the table during the meal. If something is spilled or dropped on the floor, the student is required to clean it.
4. Trays must be returned to the collecting window when the student is finished with the meal.
5. The separate items from the tray are to be placed in the appropriated places.
6. **No food may be taken from the cafeteria.** No food may be eaten in the classrooms, gymnasium, or other parts of the school building. If a student brings a lunch from home, it must be eaten in the cafeteria.
7. Combs, brushes, and make-up are not to be used in the cafeteria.

SPECIAL PROGRAMS

Bilingual/ESL: The Bilingual/ESL Program helps students who have limited English proficiency. Eligible students at Angleton Intermediate School are served in an ESL program.

Gifted and Talented Program: The Gifted and Talented Program serves students who performs at, or show the potential for performing at, a remarkably high level of accomplishment. Angleton ISD offers a program for identified students in kindergarten through grade 2 on the home campus. Identified third and fourth graders are eligible for the Talented and Gifted Academy (TAG) at Northside Elementary. The designated person to contact regarding services for the gifted and talented student is Lenda Robinson at 849-8189.

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. Students having difficulty in the regular classroom will be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Beth Stokes at 864-8693.

STUDENT ACTIVITIES

Extracurricular Activities: A student must be passing all courses each six weeks in order to be eligible for participation the following six weeks. This includes activities such as cheerleading, band, athletics, and service organizations. Students may gain eligibility after progress reports are issued if they are passing ALL classes.

Athletics and UIL: Angleton Intermediate School offers several sports for the enjoyment of its student body. To be eligible to participate, a student must be passing all courses each six weeks in order to be eligible for participation the following six weeks.

Also, a student may be disqualified for improper attitude, violation of training rules, or conduct unbecoming a representative of our school.

Students must be in school the day of the activity in order to participate. Should the event be scheduled on a holiday or Saturday, the student must be in school for the full day prior to the event.

PALS® Program: Peer Assistant and Leadership is a program designed to encourage students in self-learning, national and community service participation, mentoring, tutoring, and peer mediation.

Student Council: Our student council is a service organization that participates with faculty in developing and managing the student activities. Prospective members must have been promoted the previous year and have no unsatisfactory conduct grades.

STUDENT RECORDS

Under the Family Education Right and Privacy Act (FERPA), 1974, a student's records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. Students who are 18 years of age or older also have access to their school records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents or trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. working with the student,
2. considering disciplinary or academic actions, the student's case or a handicapped student's individual education plan,
3. compiling statistical data, or
4. investigating or evaluating programs.

Certain other officials from various government agencies may have limited access to the records. The District forwards a student's records without prior consent on request of a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When a student reaches 18 years of age, the right to consent to release of records transfers to the student

FERPA does allow the school to disclose directory-type information such as a student's name, address, telephone number, data and place of birth, honors and awards and dates of attendance. Parents who do not wish such information to be released must notify the school within one week of the student's enrollment.

TEXTBOOKS

State law requires all state adopted textbooks to have book covers. Student must make certain their name, grade, and teacher's name are written on the inside cover of each book. This will give added protection in the event the books are misplaced. Lending textbooks to other students is prohibited. Students are responsible for lost or damaged textbooks.

The condition of each book is recorded upon being issued to students. Books which are in damaged condition need to be shown to the issuing teacher immediately so that a fine for misuse will not be assessed when the books are returned. **Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian.** However, a student will be provided textbooks for use at school during the school day.

TRANSPORTATION INFORMATION

BIKE RIDERS: The serial number of all bicycles should be registered with the Angleton Police Department. Bikes should be pushed on campus sidewalks when arriving and leaving school. They should be stored in the bike racks

and locked individually, preferably using a combination lock. Students should observe all vehicle laws that apply to bikes. Students are encouraged to wear bicycle helmets.

CAR RIDERS: Students are to be picked up only in designated areas.

WALKERS: Parents should practice the route they expect their child to walk. All safety procedures should be discussed during this practice including the correct side of the street on which to walk.

BUS RIDERS: In order to ride a school bus, a student must be an “eligible” bus rider.

- To **start** riding the bus, a student must come by the office and get a note to give to the bus driver. The driver will not let a student ride who does not have this note from the office.
- To **stop** riding the bus, a student must come by the office and notify the secretary. When possible, the student should tell the bus driver in advance he/she plans to stop riding the bus.

AFTER SCHOOL PROCEDURES FOR BUS RIDERS:

Before the 3.30 p.m. bell rings, bus riders **MUST** report to the auditorium. Students are required to sit in their designated bus sections. Teachers on duty will call the bus numbers as each bus arrives, so it is imperative that students are seated in the correct area and quietly working on homework or reading. These procedures are necessary to ensure student safety and that students do not miss the bus. Appropriate disciplinary actions will be taken for students who do not follow these procedures.

TRANSFINDER: Parents may look up bus route information and bus schedules by accessing the internet at www.transfinder.com. Questions may be directed to the Transportation Director’s office at 864-8706.

PROCEDURES FOR REPORTING A LOST CHILD: If a student does not get off the bus at his/her appropriate bus stop, the following numbers should be called in the order listed:

- the student’s home campus
- Transportation Department - 864-8706
- AISD Security Department - 849-8833

District personnel will remain on duty until all students are delivered to the appropriate bus stop.

BUS ASSIGNMENTS:

Students may not change bus stops or buses without the principal’s approval. **Only in an emergency situation will a student be allowed to ride a bus he/she does not normally ride. The following procedure for changing buses should be followed:**

1. Bring a written note from the parent or guardian explaining the reasons for the transfer and the dates the bus is to be ridden. A phone number should be included to verify this information.
2. The note must be given to the principal before lunch. The principal will then determine whether or not a bus pass will be issued to the student. Not all requests for transferring to another bus will be granted.
3. The bus driver may assign seats to students riding the bus. Any changes in seating should be submitted to driver and approved by supervisor.

BUS PROCEDURES: From state law and Texas Education Agency regulations, Angleton ISD has developed the following rules for students and parents to ensure the safest and most comfortable bus ride to and from school. Students riding buses are responsible for conducting their behavior in the same manner as when in the classroom and are expected to show the same respect for the bus operator’s authority as is shown teachers (Student Code of Conduct). The following rules must be followed:

1. Get to your bus stop on time (three to five minutes early).
2. Loading and unloading procedures:
 - a. Stand in line at least five feet back from the bus stop.
 - b. Permit younger students to board first.
 - c. Watch your step. Step on and off quickly, quietly, without crowding, pushing or shoving.
 - d. Do not play at the bus stops. Watch traffic at all times.
 - e. Move away from the bus as soon as you get off.
 - f. To cross roadway:
 - i. If the driver instructs a student to cross without his escort, the student needs to move at least 10 feet in front of the bus on the shoulder or curb and wait for the driver to signal him across.
 - ii. If the driver instructs a student that he will escort the student across the roadway, the driver needs to get off the bus first, and then escort the student across the road or street.

3. Be seated before the bus begins to move. Remain seated until the bus stops.
4. Keep head, arms and elbows out of the window.
5. Keep aisles clear.
6. Band instruments too large to be held in the lap or placed under the seat may not be transported.
7. Live animals, glass containers or personal property will not be allowed on the bus.
8. Use of tobacco in any form is prohibited.
9. Damage to the interior of the bus by a student must be paid for by the student or parent.
10. Eating on buses is not permitted. Drinking will be allowed unless the privilege is abused (ex. littering, pouring drink on another student, etc.) The driver will have the authority to decide when the privilege is abused.
11. Never throw objects of any kind from the bus.
12. Fighting will result in the suspension of bus riding privileges.
13. Proper clothes (Dress Code) will be worn while on the bus.
14. Follow all instructions given by the bus driver.
15. Never use the rear emergency door to enter or to exit the bus except in an emergency.
16. All school supplies must be carried in a backpack, notebook, etc. and not on the person.
17. Students are not allowed to ride another bus home with a friend without written permission from the parents and prior approval from the principal and the Director of Transportation.
18. Students are subject to all rules and regulations regarding the Student Code of Conduct while on a bus.

BUS DISCIPLINE: The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. The driver shall attempt to correct the misbehavior of the passenger.
2. If the driver is unable to resolve the problem the principal shall be notified immediately, or if the incident occurs in the afternoon, not later than the morning of the next school day.
3. The principal shall investigate the incident and notify the transportation department of the action taken.
4. A conference involving the principal, the student passenger, the driver and parent(s) may be required.
5. The principal may suspend the student's bus privileges. If such suspension occurs, the parents shall be notified. At the early childhood and elementary levels, parent notification will be prior to suspension.
6. In case of serious misconduct that endangers the safety of other passengers or the driver, the principal or designee shall have the authority to put the student off the bus or to call law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed has been held.

Disciplinary actions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

DISRUPTION OF TRANSPORTATION: Any student or adult who intentionally disrupts, prevents or interferes with the lawful transportation of children to and from school shall be guilty of a misdemeanor (TEC, Sec. 37.126).

VALUABLES AT SCHOOL

Students should not carry large sums of money, expensive jewelry, or other items that have monetary or sentimental value. Cameras, radios, tape recorders, electronic games or devices, cards, and toys are not permitted. These items will be confiscated and returned at the end of the year.

VISITORS

Parents/guardians are welcome to visit the school at any time. All visitors are required to register in the front office to obtain a visitors pass. Student visitors from other schools are not permitted during school hours. Parents requesting a conference with any staff member should make an appointment through the front office.

BOARD POLICIES

Many policies adopted by the Board of Trustees are set forth in whole or in part in the student handbooks. The full text of AISD Board Policy is available on campus at the principal's office and/or library, at the administration building and on the AISD website: www.angleton.isd.tenet.edu.

The following Board Policies specifically address student conduct with regard to the matters indicated:

<p>FL Notice of Rights FO Security Tapes FNF Lockers FNCA Dress Code</p>	<p>FNCE Telecommunication Devices FNCF Drugs and Alcohol Use FNCG Weapons FNCH Assault</p>
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FNCB Vandalism
FNCC Hazing/Secret Societies
FNCD Tobacco Use

FNCJ Sexual Harassment
FNFA Searches
GKD Publication

EXCERPTS OF COMMONLY REFERENCED POLICIES

(Subject to update - current and complete Board Policy Manual is available on-line.)

ASSAULTS (Policy FNCH)

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault may include:

1. intentionally, knowingly or recklessly causing bodily injury to another person,
2. intentionally or knowingly threatening another with imminent bodily injury, or
3. intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

DISRUPTION OF CLASSES (Policy GKA)

For purposes of this rule, "school property" includes the public school campuses or school grounds upon which any public school is located, and any grounds, buildings, or other facilities used by district schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, sidewalk, or buildings.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the activities of a school includes:

1. emissions by any means of noise of an intensity that prevents or binders classroom instruction,
2. enticement or attempted enticement of students away from classes or other school activities that students are required to attend,
3. prevention or attempted prevention of students from attending classes or other school activities that students are required to attend,
4. entrance into a classroom without consent of either the principal or teacher, or
5. acts of misconduct and/or use of loud or profane language causing disruption of class activities.

DISRUPTION OF LAWFUL ASSEMBLY (Policy GKA)

No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. obstructing or restraining the passage of persons in an exit, entrance, or hallway or any building without the authorization of the administration of the school,
2. seizing control of any building or portion of building for the purpose of interfering with any administrative, educational, research or other activity,
3. preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration,
4. disrupting by force or violence or the threat of force or violence at lawful assembly in progress, or
5. obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or due to a reasonable fear that force or violence is likely to occur.

DRESS CODE (Policy FNCA)

The district's dress code is established to instill discipline, prevent disruption, avoid safety hazards, and teach hygiene. A specific dress code is outlined in the front section of each campus handbook.

DRUG/ALCOHOL USE (Policy FNCF)

No student shall possess, use, transmit or attempt to possess, or be under the influence of any of the following substances on school premises or off school premises at a school-related activity, function, or event:

1. marijuana or a controlled substances as defined by *Health and Safety Code 481* or *21 U.S.C. 801, et. Seq.*;
2. a dangerous drug, as defined by *Health and Safety Code 483*;
3. abusable glues, paints or volatile chemicals as defined by *Health and Safety Code 484.003, 485.031*;
4. alcohol.

In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs and alcohol, the District prohibits:

1. the possession, use or transmittal of paraphernalia related to any prohibited substance, or
2. the possession, transmittal, sale or attempted sale of what is represented to be any prohibited substance.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this rule. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule. All medications are to be distributed through the nurse's office on each campus within the district.

NOTICE OF PARENT AND STUDENT RIGHTS (Policy FL Exhibit)

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights.

What is an "eligible" student? A student who is 18 or older OR who is attending an institution of post-secondary education.

What information will the District routinely release? General information about Angleton ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

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

Can I restrict this information? Yes. A parent or eligible student may prevent the release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten days after you have been provided this notice.

What about information about grades, test results, disciplinary records, etc.? Virtually all information pertaining to student performance is considered a confidential educational record and may be released to:

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

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

Where do I go to review the records? The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated.

Records may be reviewed during regular school hours. If circumstances effectively prevent a student or eligible student from inspecting the records, the District shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A listing of the District schools and addresses of the principals' offices may be found at the District's web site: <http://www.angleton.isd.tenet.edu>.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the district—do not have to be made available to the parents or students.

What can I do if I think a record is inaccurate? A parent (or the student if he/she is 18 or older or is attending an institution of post-secondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

What is the cost of copying records? Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to review the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Please note: Parents of eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance regarding student records. The District's complete policy regarding student records is available from the principal's or superintendent's office.

PUBLICATIONS—Non-School Sponsored (Policy GKD)

All written material over which the school does not exercise control and that is intended for distribution on District property shall be submitted for prior review according to the procedures listed below.

1. Material shall be submitted to the superintendent or a designee for review.
2. To be considered for distribution, material shall include the name of the organization or individual sponsoring the distribution.
3. The superintendent or a designee shall approve or disapprove submitted material within two school days of the time the material is received.
4. The superintendent's disapproval may be appealed to the Board according to Policy GF-Local.

Distribution of written materials by students and non-students may be restricted, subject to the guidelines listed below.

1. Distribution may be limited in order to prevent material and substantial interference with normal
2. school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
3. Reasonable administrative regulations as to the time, place, and manner of distribution may be
4. prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
5. Content of the materials to be distributed shall conform to the following standards:
 - a. Materials that are obscene or sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed
 - b. Libelous material may be prohibited from distribution
 - c. Publications that criticize Board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication.
 - d. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action is prohibited.
 - e. Hate literature that scurrilously attacks ethnic, religious, or racial groups and similar irresponsible publications aimed at creating hostility and violence is prohibited. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

SEARCHES (Policy FNFA)

In order to maintain a safe school environment conducive to education, the District shall use specially trained dogs to sniff out concealed contraband, including weapons, illicit drugs and alcohol on school property. Visits to school shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers, automobiles, motorcycles, bicycles and other vehicles parked on school property.

Students may be removed during normal class hours in order to vacate a classroom for purposes of inspection. Students shall be notified at the beginning of each school year that:

1. The lockers remain under the jurisdiction of the District, even though possessed by the students, and are subject to sniff inspection at any time. Students are responsible for anything found in their lockers.
2. All vehicles parked on school property shall be subject to a sniff inspection at any time. Students are responsible for anything found in the vehicles they bring to campus.
3. Students may be subject to individual search at any time there is reasonable cause to suspect that the student has violated or is violating the law or has committed a serious offense against the rules of the school.

If any prohibited items or substances are found, the students will be subject to appropriate disciplinary action.

Law enforcement authorities may be notified if it appears that a crime may have been or is being committed and the results of the District's administrative inspection and/or search may be turned over to law enforcement authorities if requested for their use in prosecution of charges.

The use of dogs is not to be considered the exclusive means of conducting an inspection or initiating a search.

SECRET SOCIETIES, GANGS, OR GANG-LIKE ACTIVITIES (Policy FNCC)

Students may not become members of a secret society, which is defined as "any organization composed wholly or in part of pupils of public school age below the rank of college or junior college as herein provided, which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization."

Principals shall recommend placing in an alternative education program any pupil of a school under the control who shall be or remain a member of, or who shall join or promise to join, or who shall become pledged to become a member of, or who shall solicit any other person to join, promise to join, or be pledged to become a member of any such public school fraternity, sorority, or secret society.

SECURITY VIDEOTAPES (Policy FO)

A school district employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used for the purpose of safety including the maintenance of order and discipline in common areas of the school or on school buses.

SEXUAL HARASSMENT (Policy FNCJ)

Students shall not engage in sexual harassment toward another student or a District employee. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture or any other sexual conduct, including requests for sexual favors. District employees are prohibited from sexually harassing or sexually abusing students.

TELECOMMUNICATION DEVICES (Policy FNCE)

Students cannot use personal telecommunication devices, such as cellular telephones, while on school property during the instructional day. Students may use personal telecommunication devices outside the regular school day and when participating in school-related activities, with the consent of the sponsor. Students who violate this policy shall be subject to disciplinary action. District employees shall confiscate any telecommunication device being used in violation of this policy.

TOBACCO, TOBACCO PRODUCTS USE (Policy FNCD)

No student shall possess or use tobacco products, including, but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, on school premises or school-related functions.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY (Policy FNCF)

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the campus or district school. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost or damaged textbooks.

WEAPONS (Policy FNCG)

A student shall not go onto school premises or attend any school activity on or off premises with a firearm, explosive device, knife, or other weapon unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, threatening to exhibit or use a firearm, explosive device, knife, or other weapon.

Weapons include, but are not limited to:

1. explosives of any kind, including fireworks,
2. clubs or night sticks,
3. razor blades,
4. metallic knuckles,
5. chains,
6. knives,
7. pistols, shotguns, or machine guns (any device designed, made or adapted to expel a projectile burning substance or any device readily convertible to that use),
8. ammunition,
9. chemical dispensing device,
10. zip gun, or
11. any other object used in a way that threatens to inflict bodily injury on another person.

In accordance with federal law, a local educational agency shall expel a student who brings a firearm to school. The student must be expelled for a period of at least one year, except that:

1. the superintendent or other chief administrative officer may modify the length of expulsion in the case of an individual student; and
2. educational services may be provided to the expelled student in an alternative educational program.

The possession or use of articles not generally considered weapons (such as pencils, compasses and the like) may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or school property by virtue of such possession or use.