

ANGLETON INDEPENDENT SCHOOL DISTRICT

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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

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 Kaeon Bowie have been designated to coordinate compliance with the non-discrimination requirements of Title IX. Kaeon 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 Kaeon 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.

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Student Code of Conduct

ANGLETON ISD 2006-2007 CALENDAR

JULY 2006						
S	M	T	W	T	F	S
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DECEMBER 2006						
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24	X	X	X	X	X	30
31						

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. 23	AMS – 5 th	5:30 – 6:30
Aug. 23	AMS – 6 th	7:00 – 8:00
Aug. 25	AIS	6:30 – 8:00
Sept. 14	Northside	6:00 – 7:30
Sept.	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
XHoliday
*Early Dismissal
[]Bad Weather Day

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

Elementary Schools:	1st 6-weeks	Progress Reports	August 28, 2006
		Report Cards	September 20, 2006
	2nd 6-weeks	Progress Reports	October 9, 2006
		Reports Cards	November 1, 2006
	3rd 6-weeks	Progress Reports	November 27, 2006
		Report Cards	January 4, 2007
	4th 6-weeks	Progress Reports	January 29, 2007
		Report Cards	February 21, 2007
	5th 6-weeks	Progress Reports	March 19, 2007
		Report Cards	April 11, 2007
	6th 6-weeks	Progress Reports	April 30, 2007
		Report Cards	May 24, 2007

Early Childhood Campus: KINDERGARTEN REPORT CARDS

1st 9-weeks	October 11, 2006
2nd 9-weeks*	January 12, 2007
3rd 9-weeks	March 21, 2007
4th 9-weeks	May 24, 2007

*Delayed so that state Texas Primary Reading Inventory results can be included.

PRE-KINDERGARTEN REPORT CARDS

1st 12-weeks	November 1, 2006
2nd 12-weeks	February 21, 2007
3rd 12-weeks	May 24, 2007

OPEN HOUSE DATES:

Meet the Teacher	Early Childhood Campus	August 7, 2006	4:00 – 5:30 p.m.
	Elementary Schools	August 7, 2006	5:00 – 6:30 p.m.
Parent Information	Early Childhood Campus	August 17, 2006	6:00 – 7:30 p.m.
Open Houses:	Northside Elementary School	September 14, 2006	6:00 – 7:30 p.m.
	Rancho Elementary School	September 12, 2006	6:00 – 7:30 p.m.
	Frontier Elementary School	September 11, 2006	6:00 – 7:30 p.m.
	Southside Elementary School	September 19, 2006	6:00 – 7:30 p.m.
	Westside Elementary School	September 14, 2006	6:00 – 7:30 p.m.
	Early Childhood Campus	March 2, 2007	6:00 – 7:30 p.m.

SCHOOL HOURS

Elementary Schools: School day is from 7:55 a.m. – 3:15 p.m. Students should arrive at school between 7:40 and 7:50 a.m. Students eating breakfast at school may arrive as early as 7:25 a.m. Since work in important subject areas is started immediately in the morning, a student who is late misses valuable instruction and disrupts the entire class. **STUDENTS NEED TO ARRIVE AT SCHOOL ON TIME.**

Early Childhood Campus:

Kindergarten students' school day is from 7:50 a.m. – 3:05 p.m.

Pre-Kindergarten (half-day programs) – morning session is from 7:50 – 10:50 a.m.

– afternoon session is from 12:05 p.m. – 3:05 p.m.

EXCEPT FOR BUS RIDERS, STUDENTS SHOULD LEAVE SCHOOL OR BE PICKED UP WITHIN 15 MINUTES AFTER THE SCHOOL DAY OR SCHOOL ACTIVITY ENDS. SUPERVISION IS NOT AVAILABLE AFTER THE DESIGNATED PICK UP TIME.

ABSENCES

ADMITS FOR ABSENCES: A student who has been absent and is returning to school is required to bring a written statement from his parent/guardian that will include the following information:

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

A student returning from an absence without a statement from his/her parents or doctor is given an unexcused absence. A student has 48 hours from the day of the absence to bring a note from the parent or doctor stating the reason for the absence. If he/she does not bring a note, the absence remains unexcused. Excessive absences could result in requirement of a doctor's excuse.

EXCUSED ABSENCES OR ABSENCES DUE TO EXTENUATING CIRCUMSTANCES: Absences that may be considered as extenuating circumstances include:

1. illness of child
2. illness or death in the family of the child
3. quarantine of the child or family
4. doctor, dental, or health practitioner appointment – NOTE: A 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 extracurricular school activities
6. hazardous travel conditions
7. participation in court proceedings

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

UNEXCUSED: This classification is used for absences due to truancy or any other absence not classified as "excused". The decision as to whether an absence is excused or unexcused will be left to the discretion of the principal. The grade for make-up work after an unexcused absence shall be no higher than 70. (EIA Local)

TARDIES: After the third tardy a student may be assigned lunch detention. After the fifth tardy, a student may be assigned to in-school suspension.

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

- 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: Students who have to leave school early must be checked out through the office. The adult checking them out must have a picture identification.

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. (EIA Local)

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

REQUESTING HOME ASSIGNMENTS: In order for assignments to be sent home, a parent must call or come by the office and make the request early in the morning. The assignments may be picked up the next day (24 hours after request). **IF THE ASSIGNMENTS ARE NOT COMPLETED, A ZERO MAY BE RECORDED FOR THAT PORTION OF WORK NOT COMPLETED.**

A.H.E.R.A. NOTIFICATION

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

Students who are at least six years of age, or who have been previously enrolled in first grade, but who have not yet reached their 18th birthday shall attend school or have an excused absence unless exempted as indicated below. Attendance shall be in district schools or in some other district to which the student may legally be transferred. (TEC 25.085) In addition, a student may not be given credit for a class unless the student is in attendance for at least 90% of class days during a semester. Students who miss more than the allowed number of days due to EXCUSED, EXTENUATING CIRCUMSTANCES MAY APPEAL THEIR LOSS OF CREDIT TO THE DISTRICT ATTENDANCE COMMITTEE. (TEC 25.092)

Under Texas law, a student's parent has a duty to monitor the child's school attendance and to require the child to attend school. Please be aware that the law, under Texas Education Code Section 25.085(c), also applies to students below the age for compulsory attendance but who are voluntarily enrolled in pre-kindergarten or kindergarten.

If the student or parent/guardian fails to comply with the attendance laws, the student and the parent/guardian will be required to appear at a campus and/or district hearing. School officials will pursue legal action if the student continues to miss school.

AWARDS FOR ELEMENTARY SCHOOL STUDENTS, GRADES 1 – 4

SIX-WEEKS HONOR ROLL AWARDS:

"A" Honor Roll Awards – No grade below an "A" or "EXCELLENT" in any subject

"A-B" Honor Roll Awards – No grade below a "B" or "SATISFACTORY" in any subject

END-OF-YEAR HONOR ROLL AWARDS:

"A" Honor Roll Awards – No grade below an "A" or "EXCELLENT" in any subject on the "YEAR AVERAGE" column of the report card. (A student could have received a six weeks grade less than an "A" or "EXCELLENT" but it is the final average for **each** subject that is used.)

"A-B" Honor Roll Awards – No grade below a "B" or "SATISFACTORY" in any subject on the "YEAR AVERAGE" column of the report card. (A student could have received a six weeks grade of less than a "B" or "SATISFACTORY" but it is the final average for **each** subject that is used.) Students must have attended Angleton ISD at least three full six weeks periods in order to receive end-of-year awards.

SIX-WEEKS PERFECT ATTENDANCE AWARDS: Students who are tardy or leave early more than a total of 3 times during the award period will not be eligible to receive a perfect attendance award. A student who has a doctor, dental or health practitioner appointment will not be counted as having arrived late or having left early if the student brings a verifying note from the doctor, dental, or health practitioner upon return to school.

END-OF-YEAR PERFECT ATTENDANCE AWARDS: Students who are tardy or leave early more than a total of 5 times during the year will not be eligible to receive this award. A student who has a doctor, dental or health practitioner appointment will not be counted as having arrived late or having left early if the student brings a verifying note from the doctor, dental, or health practitioner upon return to school. No absence days for the student may be recorded. Students must have been in attendance in Angleton ISD since the first day of the school year.

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE AND THE PRESIDENT’S AWARD FOR EDUCATIONAL ACHIEVEMENT – Received by 4th grade students who meet the criteria.

BOOK COVERS

State law requires all state adopted textbooks to have book covers.

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, available from the principal’s office. (Policy FNG)

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.

DISCIPLINE MANAGEMENT TECHNIQUES

Discipline management techniques may include:

1. counseling by teachers, special services or administrative personnel
2. parent-teacher conferences
3. “cooling-off” periods
4. behavioral contracts
5. assigned school duties other than class tasks
6. verbal correction
7. withdrawal of privileges
8. sending the student to the office or other assigned areas
9. detention
10. rewards
11. referral to outside agency or authority
12. temporary confiscation of items that disrupt the educational process
13. grade penalties for unexcused absences
14. assignment to in-school suspension
15. removal by suspension (sending student home for up to 3 days)

DETENTION: Detention before or after school, during lunch or Saturday school is an acceptable form of school discipline. It is the responsibility of the school to provide the student with advance notice of detention; however, it is the responsibility of the student or his parents to make any necessary arrangement for transportation. Students can be assigned detention for being tardy, for unexcused absences or disciplinary reasons.

SECURITY VIDEOTAPES: A 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 only for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses. (Policy FO Legal)

DRESS CODE FOR STUDENTS--(Policy FNCA)

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. 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. 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 any picture or writing on clothing that:

1. is lewd, offensive, vulgar or obscene, or
2. advertises or depicts tobacco products, alcoholic beverages or any other substance prohibited under Policy FNCF (Local).

The student and the parent may determine the student's personal dress and grooming standards provided that they comply with the general guidelines set out above and the District's dress code for students in the student handbook and/or discipline management plan. (Policy FNCA)

Appropriate footwear is very important during physical education and recess for safety and the improvement of performance. Students need to wear or bring tennis or athletic shoes for participation in physical education class. Some examples of inappropriate footwear for P.E. are open-toed sandals, cowboy boots, cleated shoes, loafers, heeled tennis shoes, and dress shoes.

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

1. tank tops, halter-tops, strapless tops, spaghetti straps
2. cut-off shorts, biking shorts, lingerie leggings, tights
3. tops which expose bare midriffs
4. see-through, sheer or mesh tops and blouses
5. sunglasses, hats, caps, visors, bandannas, combs, curlers, and scarves
6. nose studs, nose rings, eyebrow rings
7. flip-flop sandals, bare feet, platform tennis shoes, skate shoes
8. any clothing or accessories which are profane, vulgar, obscene, advertise or depict sex, tobacco products, alcoholic beverages, drugs, guns, weapons, violence, other illegal substances, satanic, cult, or gang activities
9. extreme hairstyles/color
10. sagging trousers
11. shirts unbuttoned more than one or two buttons at the top
12. exposed tattoos
13. skirts or shorts which are more than the width of a dollar bill above the knee when standing (grades 3 and 4 only)
14. untucked shirts that extend past the hips (grades 3 and 4 only)
15. pants with belt loops without wearing a belt

Students are prohibited from bringing roller blades, roller skates, skateboards, scooters and other toys to school.

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

GRADES

NUMERICAL GRADE EQUIVALENT

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

PARTICIPATION-BASED GRADES

E – Excellent (equal to A)
 S – Satisfactory (equal to B)
 N – Needs Improvement (equal to C)
 U – Unsatisfactory (equal to F)

To aid in better understanding some of the report card/grading terminology, the following general definitions are given:

CITIZENSHIP: Citizenship is the student's general conduct in the classroom and on the school campus.

HOMEWORK: Most homework is work not completed in class or practice assignments. At times, special projects will be assigned. Failure to complete homework assignments will lower the student's six week's grade average.

CHEATING: Cheating will be treated according to the seriousness of the offense and individual differences of students. Appropriate measures will usually include deduction of points and notification to parents, counselor and/or principal.

HEALTH INFORMATION

A licensed nurse is provided in all elementary schools. 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
Pneumococcal Conjugate Vaccine (PCV7)	Required for all children 2 months through 59 months of age
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 doses 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.

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
 Angleton, Texas 77515
 Routine immunizations: Monday – Friday
 Cost: no charge (at Health Unit)

Phone: 849-5711, extension 1484
 9:00 – 11:30 a.m.; 1:00 – 3:30 p.m.
 T.B. test: Monday – Wednesday

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 updated 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. 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.

<u>Name of Disease</u>	<u>Requirements for Readmission to School</u>
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 free of lice or until properly treated
Measles (Rubeola)	Exclude any time symptoms develop and for 4-14 days after onset of rash
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 by a physician
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.

P.E. EXCUSES: In the event a student should not participate in some or all physical education activities, the parent should write a note to the classroom 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. Students who cannot participate in P.E. class will not be allowed to participate in recess.

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.

INSURANCE FOR STUDENTS

Angleton ISD does not provide insurance coverage for students. Parents may purchase a Voluntary Accident Insurance policy. For more information about the program and its cost, contact the campus principal.

MEALS

Elementary schools serve breakfast from 7:15 a.m. to 7:55 a.m. 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. Students are allowed to charge a maximum of two meals. An alternate meal will be served to the student until the charges are cleared. If a student arrives at school with no sack lunch or money, an effort will be made to contact the parents. On the third charge, a student will be given a cheese sandwich instead of a lunch tray. Costs of meals are listed below. Meal Prices are subject to change at any time.

<u>Meal/Item</u>	<u>Students</u>	<u>Staff</u>	<u>Visitors</u>
Lunch	\$1.60	\$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.

PARTIES AND SOCIALS

School parties and special events are under the direction and discretion of the school principal and teacher.

PROMOTION AND RETENTION OF STUDENTS

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. (AISD Policy EIE Local) {Education Code 28.021(a)}

KINDERGARTEN: Promotion to first grade shall be based on mastery of 70 percent of the skills in reading readiness and mathematics.

ELEMENTARY GRADES 1-4: Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and math and one of the following areas: science or social studies.

A student may not be promoted to the fourth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the third grade reading assessment instrument (Texas Assessment of Knowledge and Skills) (Policy EIE Legal). Students who fail to perform satisfactorily on the above assessment will be given accelerated instruction and provided additional opportunities to take the assessment. For more information, contact the school principal or counselor.

RECORDS OF STUDENTS

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 him.

Rights of Student Information (FL Exhibit): Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. An eligible student is one who is 18 years of age or older, OR who is attending an institution of post-secondary education.

General information about the 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 member 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/or
- the student's e-mail address.

A parent of an eligible student may prevent the release of any or all directory information regarding a student. The objection must be made in writing to the principal.

Virtually all other information pertaining to student performance is considered a confidential educational record and may only be released to:

- the parents—whether married, separated or divorced. However, access will be denied to a parent whose rights have been legally terminated if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes “eligible”, control of the records goes to the student. However, the parents may have access to the records if the student is a dependent for tax purposes.
- District staff members who have a “legitimate educational interest” in a student’s records,
- various governmental agencies, or in response to a subpoena or court order, or
- 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.

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 parent 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.angletonisdnet>.

The parent’s or eligible student’s right of access to, and copies of, 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 be done if the record is believed to be inaccurate? A parent (or the student if he or 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 parent is unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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.

SPECIAL PROGRAMS

Bilingual/ESL: The Bilingual/ESL Program helps students who have limited English proficiency. Elementary bilingual students attend the following campuses:

- Pre-K and K – ECC
- 1st and 2nd grade – Rancho Isabella Elementary
- 3rd and 4th grade – Southside Elementary

Gifted and Talented Program: The Gifted and Talented Program serves students who perform 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 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 parents 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.

TESTING

Angleton ISD has a comprehensive testing program. In the elementary grades various readiness, reading, general achievement and group intelligence tests are administered periodically. In addition, second grade students take an achievement test and a school ability test.

ADVANCED PLACEMENT TESTING: Students may take advanced placement examinations to be advanced one grade level. Questions about advanced placement examinations should be discussed with the principal.

STATE MANDATED TESTS: Students in grades 3 and 4 are administered the required Texas Assessment of Knowledge Skills (TAKS) in reading and math. Special education students in grades 3 and 4 may be administered either a state-developed or locally-developed test as appropriate.

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.

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 inside the bus.
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 or have expensive jewelry at school. If a student has a large amount of money he/she should check it in at the office.

VISITORS TO THE SCHOOL

Parents, volunteers or visitors must check in at the office and wear a visitor's tag during their visit. Trespassing or loitering on school premises is strictly prohibited.

PHYSICAL ACTIVITY PROGRAMS FOR ELEMENTARY STUDENTS

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life. The AISD has prepared, adopted, and will implement a comprehensive plan to encourage healthy eating and physical activity. This plan shall make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences in cultural norms.

In accordance with TEC §28.002, all students enrolled in full-day kindergarten or Grades 1-6 in an elementary school setting are required to participate in physical activity for a minimum of either 30 minutes daily or 135 minutes weekly under the following conditions:

1. participation must be in a TEKS-based physical education class or structured activity, and
2. the school district shall establish procedures for providing the required physical activity that must consider the health-related education needs of the student and the recommendations of the local health advisory council. The School Health Advisory Committee met 3 times during the 2005-2006 year.