

Allen Elementary School Student Handbook 2007-2008

About This Handbook

The Allen ISD Elementary School Student Handbook contains information helpful to both students and parents during the school year. The rules and standards set forth in this handbook apply to conduct on school premises, on buses or involving school property, conduct off school premises which directly affects other students or the school, and conduct at school functions of any kind.

Students and parents should become familiar with the Allen Independent School District Student Code of Conduct. The Student Code of Conduct, which sets the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

To function properly, public school education must provide access to programs and services appropriate to each student's needs. In addition to the regular curriculum, principles of good practice and good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others.

Allen Independent School District Nondiscrimination Notice

Allen ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding any of these policies should be directed to the Title IX Coordinator, Sheri Sides, at 972-727-0511.

Questions or concerns about discrimination on the basis of race, color, religion, sex, or national origin should be directed to:

Sheri Sides
Deputy Superintendent, Title IX Coordinator
Allen ISD Administration Building
601 E. Main Street
Allen, Texas 75002
972-727-0511

Questions or concerns about discrimination on the basis of a disability should be directed to:

Patti Frair
Director of Special Services / Section 504 Coordinator
Allen ISD Administration Building
601 E. Main Street
Allen, Texas 75002
972-727-0511

Allen Independent School District Is Tobacco, Alcohol, and Drug-Free

AISD has a zero tolerance philosophy regarding tobacco, alcohol, illicit drugs, and violence. The use of alcohol and illicit drugs is wrong and harmful. Texas Education Code and Texas Penal Code prohibit the use and possession of tobacco products on school property.

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COMPULSORY ATTENDANCE WARNING NOTICE
ALLEN INDEPENDENT SCHOOL DISTRICT

NOTICE: Laws Governing Compulsory Attendance in Texas Schools

Failure to comply with the laws governing compulsory attendance may result in legal action.

OFFICIAL NOTICE TO THE CHILD AND PERSON(S) STANDING IN PARENTAL RELATION TO THE CHILD:

Texas requires a child who is at least 6 years of age and who has not yet reached their 18th birthday to attend school, unless exempt by Sec. 25.086 of the Education Code. On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

Education Code 25.085, 25.086

A parent/guardian commits an offense of thwarting compulsory attendance under Sec. 25.093, if, after having been warned in writing, a child has unexcused voluntary absences on 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 from school. An offense under this is a Class C misdemeanor punishable by a fine not to exceed \$500.

Education Code 25.093/Family Code 51.03(b)(2) Penal Code 12.23

A “failure to attend school” offense may be filed against any juvenile under Education Code 25.085/25.094, and on a finding that the child has engaged in truant conduct, a justice or municipal court may order: **1)** the child to attend GED preparatory classes; **2)** the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program; **3)** rehabilitation; **4)** counseling, including self-improvement counseling; **5)** training in self-esteem and leadership; **6)** work and job skills training; **7)** training in parenting, including parental responsibility; **8)** training in manners; **9)** training in violence avoidance; **10)** sensitivity training; and **11)** the child and the child’s parent/guardian attend a class for students at risk of dropping out of school.

Family Code 51.03(b)(2)/Education Code 25.094

Education Code 25.085/25.094

Unless specifically exempt, an enrolled student who is eligible must attend an extended-year program or required tutorial classes that are (Education Code 25.085, 25.086, 29.084) provided by the district for students identified as likely not to be promoted to the next grade level.

Tutorials, Saturday School, Student Action Management, and any other after hours school are considered to be extended year programs. Education Code 25.092, AISD Policy FDD (Local)

Except as provided by Texas Education Code 25.092, 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.

A parent/guardian of a school age child has the responsibility to require their child attend school regularly. When sickness or higher obligation necessitate an absence, a note signed by a parent/guardian explaining the reason for the absence is required the day the student returns to school. If the student fails to submit a note, the absence will be considered unexcused.

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A child not exempt from compulsory attendance laws may be **excused for temporary absence** resulting from any unusual cause acceptable to the superintendent, the principal, or the teacher of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to: **1)** personal sickness, **2)** family emergency, **3)** religious Holy Day, **4)** documented juvenile court proceeding, **5)** Board-approved extracurricular activity, or **6)** approved college visitation.

When a student's absence for **personal illness exceeds five (5) consecutive days**, the student/parent shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

AVISO DE ASISTENCIA OBLIGATORIA
ALLEN INDEPENDENT SCHOOL DISTRICT

AVISO: Leyes gobernantes de asistencia obligatoria en las escuelas de Texas
Faltar a las leyes gobernantes de asistencia obligatoria, puede resultar en un proceso legal.

**AVISO OFICIAL PARA LAS PERSONAS QUE ESTAN REPRESENTANDO LOS DERECHOS
PATERNALES RELACIONADOS CON EL NIÑO:**

Texas requiere que un niño que tenga por lo menos 6 años de edad y que todavía no haya cumplido los 18 años, asistir a la escuela, a menos de que esté exento por el Código de Educación Sec. 25.086. Al ser matriculado en pre-kindergarten o kindergarten, cada niño deberá asistir a la escuela.

Education Code 25.085, 25.086

Un padre o guardián comete una ofensa de impedir la asistencia obligatoria bajo la Sec. 25.093 y si, después de recibir un aviso escrito, un niño tiene ausencias voluntarias sin excusas en 10 días o más dentro de un período de 6 meses o 3 días o más o partes o días dentro de un período de 4 semanas de escuela. Esta falta es un delito de Clase C que se castiga con una multa que no excede de \$500.

Education Code 25.093/Family Code 51.03(b)(2)Penal Code 12.23

Una falta de “asistir a la escuela” es una ofensa contra cualquier joven bajo el Código de Educación 25.085/25.094 y saber de que el niño tiene ausencias injustificadas de la escuela, una corte de justicia o municipal puede ordenar: **1)** que el niño asista a clases preparatorias de GED; **2)** que el niño asista a programas especiales que la corte determine para el mayor interés del niño, incluyendo programas de alcohol o abuso de droga; **3)** rehabilitación; **4)** aconsejar, incluyendo para su propia superación; **5)** entrenamiento para su amor propio y liderazgo; **6)** entrenamiento para trabajo y experiencia; **7)** entrenamiento en paternidad, incluyendo responsabilidades paternales; **8)** entrenamiento en modales; **9)** entrenamiento para evitar violencia; **10)** entrenamiento en sensibilidad y **11)** el niño y los padres o guardián asistirán a una clase para estudiantes con riesgo de abandono de estudios escolares.

Family Code 51.03(b)(2)Education Code 25.094

Education Code 25.085/25.094

A menos de que haya sido exento, un estudiante matriculado que sea apto, debe asistir a un programa para el año o requiere un tutor para las clases que provee el Education Code 25.085, 25.086, 29.084 distrito para los estudiantes identificados como si no hubiera la probabilidad de ser promovidos al siguiente nivel de grado. Tutorials (Tutores) Saturday School (Escuela-las en sábado), Student Action Management (Manejo acción estudiante) y cualquier otro programa después de escuela se considera programa que se extiende al año. Education Code 25.92, AISD Policy FDD (Local)

Con excepción como está provisto en el Código de Educación 25.092, a un estudiante pueda que no se le dé crédito por una clase a menos de que el estudiante esté asistiendo por lo menos un 90 por ciento de los días que se ofrece la clase.

Un padre o guardián de un niño de edad escolar tiene la responsabilidad de llenar los requisitos de que ese niño asista regularmente a la escuela. Cuando haya una enfermedad o una ausencia de gran obligación, debe enviarse una nota firmada por los padres o guardián, el día que el niño regrese a la escuela. Si el estudiante no trae una nota, la ausencia será considerada como inexcusable.

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Un niño que no ha sido exento de las leyes obligatorias de asistencia puede ser **excusado de ausencia temporal** como resultado de cualquier causa rara aceptada por el superintendente, el director o el profesor de la escuela en que el estudiante ha sido matriculado. La ausencia temporal puede ser el resultado pero no limitado de **1)** enfermedad personal, **2)** emergencia de familia, **3)** día santo religioso, **4)** proceso documentado corte juvenil, **5)** actividades extras de currículo aprobadas por los de la junta y **6)** visitas de facultad universitaria.

Cuando la ausencia de un estudiante sea por **enfermedad personal y exceda de (5) días consecutivos**, el estudiante deberá presentar un informe de un médico o de una clínica de salud verificando la enfermedad u otras condiciones que sea un requisito para la ausencia del estudiante. El comité de asistencia puede pedir una declaración del médico o clínica si el estudiante ha establecido un patrón de ausencias por las que se han extenuado las circunstancias.

BACTERIAL MENINGITIS

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

What are the symptoms?

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.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or

brain damage (resulting in mental retardation or paralysis) even with prompt treatment. **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are 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 for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, 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. Being a carrier helps to stimulate your body's natural defense system.

The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 populations per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

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

MENINGITIS BACTERIANA

¿Qué es la meningitis?

La meningitis es una inflamación de las membranas que recubren el cerebro y la médula espinal---conocidas como las meninges. Puede ser causada por virus, parásitos, hongos y bacterias. La meningitis viral (aséptica) es común y la mayoría de la gente logra recuperarse por completo. El tratamiento médico de la meningitis viral consiste en tratamiento de apoyo y generalmente no se indica el uso de antibióticos. Las meningitis parasitaria o las causadas por hongos son poco frecuentes. La meningitis bacteriana es muy grave y puede requerir de complicados tratamientos médicos, quirúrgicos, farmacéuticos y de equipos para mantener las funciones vitales.

Hay dos tipos comunes de bacterias que causan la meningitis:

- *Strep pneumoniae* causa la meningitis por neumococos; hay más de 80 subtipos que causan enfermedades.
- *Neisseria meningitidis*—causa la meningitis por meningococo; hay 5 subtipos que causan enfermedades graves—A, B, C, Y, W-135

¿Cuáles son los síntomas?

Las personas con meningitis se sienten muy enfermas. La enfermedad se puede desarrollar en uno o dos días, pero puede progresar rápidamente en cuestión de horas. No todos los que tienen meningitis tienen los mismos síntomas.

Los niños (mayores de 1 año de edad) y los adultos que padecen de meningitis pueden tener:

- Fuertes dolores de cabeza
- Fiebre alta
- Vómitos
- Sensibilidad a las luces brillantes
- Rigidez en el cuello, dolores en las articulaciones
- Somnolencia o confusión

**Tanto en los niños como en los adultos se puede presentar un sarpullido de pequeños puntitos rojos o morados, o moretones causados por sangrado debajo de la piel. Pueden aparecer en cualquier parte del cuerpo. Esto indica que hay una infección generalizada de la sangre (septicemia), que a veces ocurre cuando hay meningitis, particularmente con la cepa del meningococo.*

¿Qué tan grave es la meningitis bacteriana?

Si se diagnostica y se sigue un tratamiento a tiempo, la mayoría de las personas se recuperan por completo. En algunos casos puede ser fatal o algunas personas pueden resultar con alguna discapacidad permanente como por ejemplo sordera, ceguera, amputaciones o daño cerebral (que puede resultar en retardo mental o parálisis) aun con un tratamiento a tiempo.

¿Cómo se contagia la meningitis bacteriana?

Afortunadamente ninguna de las bacterias que causan la meningitis son tan contagiosas como las que causan enfermedades tales como un resfrío o gripe común, y no se contagian por contacto casual o por estar respirando el aire en donde ha estado una persona con meningitis. Los microbios viven por naturaleza en la parte de atrás de nuestra nariz y garganta, pero no pueden vivir mucho tiempo fuera de nuestros cuerpos. Se contagian cuando la gente intercambia saliva (por ejemplo al besarse, usando un mismo vaso, cubierto o cigarrillo).

A la mayoría de las personas el microbio **no les causa** meningitis. En cambio, la mayoría de la gente se convierte en **portadora** del microbio durante varios días, semanas o incluso meses. El ser portador le ayuda a

estimular el sistema de defensa natural del cuerpo. Es muy raro que la bacteria supere el sistema inmunológico del cuerpo y cause meningitis u otra enfermedad grave.

¿Qué riesgo tenemos de contraer la meningitis bacteriana?

El riesgo de contraer meningitis bacteriana, para todas las edades, es aproximadamente 2.4 casos por 100,000 habitantes por año. Sin embargo el grupo que tiene más riesgo de tener la forma más grave de esta enfermedad, la meningitis causada por meningococo, es mayor en los niños de 2 a 18 años de edad.

¿Cómo se diagnostica la meningitis bacteriana?

El diagnóstico se basa generalmente en una combinación de síntomas clínicos y resultados de análisis de laboratorio del líquido cefalorraquídeo y de la sangre. El líquido cefalorraquídeo se obtiene mediante una punción lumbar.

¿Cómo se puede prevenir la meningitis bacteriana?

No comparta las comidas, las bebidas, los utensilios, los cepillos de diente o los cigarrillos. Limite el número de personas a las que besa.

Se recomienda que tanto los niños jóvenes y los adultos mayores de 64 años se vacunen contra las enfermedades causadas por el neumococo. Existe una vacuna contra cuatro serogrupos de meningococo (A, C, Y, W-135). Estos cuatro grupos causan la mayoría de los casos de enfermedades producidas por meningococo en los Estados Unidos. Algunos grupos recomiendan esta vacuna a los estudiantes universitarios, particularmente a los estudiantes de primer año que viven en residencias universitarias. La vacuna es segura y efectiva (85-90%). Puede causar leves efectos secundarios, como enrojecimiento y dolor en el lugar donde se colocó la inyección que pueden durar hasta dos días. Hay que esperar de 7 a 10 días después de recibida la vacuna para desarrollar inmunidad y ésta dura por 5 años.

¿Qué tiene que hacer si cree que tiene meningitis bacteriana o piensa que algún amigo la puede tener?

Hágase ver por un médico lo antes posible.

Para más información

La enfermera de su escuela, su médico de familia y el personal de la oficina del departamento de salud local o regional tienen mucha información sobre las enfermedades contagiosas. También puede llamar a su departamento de salud local o a la Oficina Regional del Departamento de Salud de Texas para preguntar sobre la vacuna contra el meningococo. En los sitios de la red mundial (Web) también se puede encontrar más información sobre los Centros para el Control y Prevención de Enfermedades: www.cdc.gov y el Departamento de Salud de Texas: www.tdh.state.tx.us

Admission Requirements

New students should be enrolled at the school in their attendance area. Two proofs of residency, (for example- contract on a home or a lease agreement, utility deposit or bill) the student's social security card, immunization record, and birth certificate or hospital record is required at the time of enrollment. For new students enrolling into AISD, bringing the most recent report card would be helpful; other records will be requested by the district via mail as needed.

Minimum State Vaccine Requirements for Texas School Entrance/Attendance

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative Code, which has other provisions and details.

Vaccine	Grades Kindergarten through 12 (K – 12) Required Doses ¹
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 (pertussis vaccine is not required.) • 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) ²	Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten.
Hepatitis B ^{2,3}	Three doses are required for the following grades in the following school years: 2004-05 K-5 and 7-10 2005-06 K-11 2006-07 K-12
Varicella ^{2,4}	One dose on or after 1 st birthday for the following grades: 2004-05 K-4 and 7-10 2005-06 K-5 and 7-11 2006-07 K-12 (Two doses if vaccine given at 13 years of age or older.)
Hepatitis A ^{2,5}	Two doses on or after 2 nd birthday ⁵ for grades K-3 only.

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³ Two doses of adult hepatitis B vaccine (Recombivax ®) are acceptable. Dosage and type of vaccine **must** be clearly documented. (Two 10 mcg/1.0 ml of Recombivax ®)

⁴ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

⁵ Hepatitis A vaccine is required for students attending a school located in a high incidence geographic area designated by the Texas Department of Health. Thirty-nine (39) counties affected by Hepatitis A requirement are: Bexar, Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Grayson, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, La Salle, Maverick, McMullen, Moore, Nueces, Pecos, Potter, Presidio, Randall, Real, Reeves, Starr, Sutton, Terrell, Terry, Uvalde, Val Verde, Webb, Willacy, Zapata, and Zavala.

Exemptions

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Source: The requirements are based on the Recommended Childhood Immunization Schedule - United States, 2004, approved by the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Children on an ideal or optimum schedule as recommended will have received 5 doses of DTP/DTaP vaccine, 4 doses of polio vaccine, 3 or more doses of Hib vaccine, 3 doses of hepatitis B vaccine, 2 doses of MMR vaccine, and 1 dose of varicella vaccine by the time they enter kindergarten.

Minimum State Vaccine Requirements for Texas Child-Care Facilities and Pre-school

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative Code, which has other provisions and details.

Vaccine: Age:	Diphtheria, Tetanus Toxoid, and Pertussis Vaccine (DTP/DTaP/ DT)	Hib ¹	Polio	Measles ²	Mumps ²	Rubella ²	Varicella ^{2,3}	Hepatitis B ²	Hepatitis A ^{2,4}
Birth									
By 3 months	1	1	1					1	
By 5 months	2	2	2					2	
By 7 months	3	3	2						
By 16 months	3	1 dose ≥ 15 mos. or a completed series	2	1	1	1			
By 19 months	4	1 dose ≥ 15 mos. or a completed series	3	1	1	1	1	3	
By 36 months	4	1 dose ≥ 15 mos. or a completed series	3	1	1	1	1	3	1
By 48 months	4	1 dose ≥ 15 mos. or a completed series	3	1	1	1	1	3	2
Age 5 At Kinderg arten Entrance	5		4	2	1	1	1	3	2

¹ Complete series of any Hib vaccine, **OR** one dose of any Hib vaccine given at or after 15 months of age. A Hib primary series and booster is two doses (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose.

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

⁴ Hepatitis A vaccine is required for students attending a school located in a high incidence geographic area designated by the Texas Department of Health. Thirty-nine (39) counties affected by the Hepatitis A requirement are: Bexar, Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Grayson, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, La Salle, Maverick, McMullen, Moore, Nueces, Pecos, Potter, Presidio, Randall, Real, Reeves, Starr, Sutton, Terrell, Terry, Uvalde, Val Verde, Webb, Willacy, Zapata, and Zavala.

General Information

Absences

There are only two types of absences recognized by the Allen ISD. The first is one in which a child's parent or guardian knows of the absence, approves of it, and advises the school by phone or note of the absence. The second type of absence is unexcused (truancy) in which the parent or guardian is unaware of the child's absence or the child is found in a location other than their class or school building during school hours without the permission of school officials.

There are situations mentioned under "Attendance-Exemptions" of the handbook. These four reasons allow a child to be absent from their campus, but they are marked on attendance as present or excused.

Admission Permits

The following procedure should be used if you are absent from school:

1. If you are absent, your parent or guardian should call the attendance clerk by 9:30 a.m. the day of your absence and place you on the absence list.
2. When a student is absent from school, the student, upon returning to school, must bring a note signed by the parent or guardian that verifies the date, reason, and parental approval for the absence, within five days of returning to school.
3. If you do not have a note, you will receive an unexcused admit slip and the absence will remain unexcused until you bring the signed written excuse. An unexcused absence represents a truancy. There is a 5 day limit to excuse an absence.
4. When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Attendance - Arriving at school - When students come on campus they are to proceed into the building immediately and proceed to the designated area. **Supervision of students begins at 7:30 A.M. and ends at 3:10 P.M.**

Attendance - Leaving School

Once at school, students are not permitted to leave campus or "step off" campus any time during the school day. This includes the student's lunch period. A student who must leave school during the day must be signed out in the office by the parent or guardian. Any time a student returns to school during school hours the student must be signed in by the parent or guardian. Parent authorization and proper identification will be required to check any student out of school.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. If the nurse decides a student should be sent home the student should report to the office to sign out and the student's parents will be notified. Students who do not follow these procedures are considered absent without permission (truant) and are subject to discipline management techniques. Refer to the Student Code of Conduct for additional information.

Attendance Committee

Upon referral to the Attendance Committee, the following board-approved, extenuating circumstances may be considered. Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance and are subject to the 90% Rule. The circumstances are:

- Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent

- Juvenile court proceeding documented by a probation officer
- Absence required by state or local welfare authorities
- Family emergency or unforeseen or unavoidable instance requiring immediate attention
- Approved college visitation for juniors and seniors only and is not to exceed two days in a semester
- The student's illness or illness or death in the student's immediate family
- Weather or road conditions making travel dangerous
- Participation in a substance abuse rehabilitation program
- Any other reason acceptable to the student's teacher and principal

Absences - Make-up Work

Make-up assignments or tests shall be made available to students after the 2nd consecutive absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. [See EIA (LOCAL)] Procedure recommended is one school day per absence.

When a student is absent, the parents may contact the school office for assistance in collecting assignments.

Attendance - Homebound Illness

Any student with a physician's verification stating an inability to attend school for four or more consecutive weeks may qualify for homebound instruction. The student or parent should contact the principal's office as soon as such a condition is diagnosed in order to allow time to determine a student's academic assignment.

Attendance – Tardies -Students are Tardy at 7:55 am.

Students are tardy if they are not in the proper classroom by 7:55 a.m. Students have the responsibility of being in class, on time. Tardies can be considered truancy. The law states that a child is truant if he or she is unexcused for a day or part of a day. Being tardy is considered part of a day. See the section under **Attendance Requirements**.

Attendance - Truancy

Refer to Section under **Attendance Requirements**.

Attendance - Parent Notification

Parent notifications for absences are as follows:

1. Compulsory attendance warning notices are given or mailed to parents or guardians concerning unexcused absences. These notices are given or mailed to parents/guardians prior to the filing of charges on the parent/guardian and child for failure to comply with the laws governing compulsory attendance.
2. Separate letters will be mailed to parents/guardians concerning the 90% Rule. These letters are mailed when students are absent a certain number of days to warn the parent/guardian that the child is in danger of not receiving credit for a class due to absences. Letters are mailed from the elementary schools after the child's 5th, 10th, and 17th absence. This is based on the elementary school's full year schedule.
3. Students who are in danger of losing credit for a course due to absences will have their attendance record reviewed by the Campus Attendance Committee.
4. Once the Campus Attendance Committee meets, a letter notifying the parents of the attendance committee's decision is mailed to the parent/guardian.

Campus Attendance Committee

For absences evaluated by the Campus Attendance Committee, the committee may impose conditions prior to the receipt of credit, such as requiring the student to:

- Complete additional assignments as specified by the committee
- Satisfy time-on-task requirements before and/or after school
- Attend tutorial sessions as scheduled
- Attend Saturday classes
- Maintain the attendance standards for the rest of the semester
- Take an examination to earn credit in accordance with [See EEJA (LOCAL)]

In all cases, students must also earn a passing grade in order to receive credit. If the Campus Attendance Committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student does not receive credit for the class in question even if the student earned a passing grade in the course. The committee may review the record of any student who violates the 90% Rule. Students and parents may petition the committee within 14 calendar days of the notification of committee's decision.

Attendance - Appeals

The Campus Attendance Committee's decision may be appealed to the Board by submitting a written request to the Superintendent who shall proceed under Level Three of the student complaint policy. [See FNG(LOCAL)]

Cafeteria

All elementary schools are equipped with a full-service cafeteria (combination auditorium/cafeteria). The district participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Lunch costs \$1.80 with additional items available on an ala carte basis. The cafeteria manager accepts pre-payments to student's accounts each morning before classes begin. On-line pre-payments are accepted by registering on the website www.paypams.com. Students receive one free lunch with each deposit of \$50.00 to the student's account. Neither cash nor checks are accepted during the lunch serving time. Free and reduced-price meals are available based on student's financial need. Information can be obtained from the school office or the Student Nutrition Office. Students may also bring lunch from home. Breakfast is provided at all elementary campuses based on federal guidelines.

Students access their account by entering a personal identification number (PIN) into a keypad at the cashier's station. Purchases are deducted from the account balance. Students are allowed to charge one plate lunch.

Information about the Student Nutrition Department can be found on the Allen ISD website, www.allenisd.org

Change of Address

Students who change their residence, mailing address, or telephone number after enrolling should report the change promptly to the attendance office so records may be updated in case of an emergency at school or home.

Child Care

Allen ISD offers the "Kids Club" after-school child care program at all elementary school buildings for all students in grades K-6. The program operates each school day from 2:55 p.m. to 6:30 p.m.. For more information please contact the Community Services Office at 972-727-0503.

Communication Between Home and School

Good communication between home and school regarding a child's education is essential for students to make the most of the opportunities provided. School communication includes, but is not limited to:

- Student handbooks
- Progress reports

- Report cards
- Student work for parents to review and sign
- Parent newsletters
- Messages and phone calls from teachers
- School open houses
- Back to school nights
- Voice mail
- E-mail

Communication might also include requests for conferences, initiated by the school or the parent, to discuss student progress, to find out more about the curriculum and how the parent can support learning, or to resolve problems. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or administrator should call the school office to leave a voice message to set up an appointment with the teacher. Generally, a teacher will be able to meet with parents or return calls during his or her conference period or at a mutually convenient time arranged by the parent and the teacher.

Complaints by Students or Parents

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. Students or parents with complaints regarding classroom activities or curriculum should first attempt to resolve the issue with the teacher or building principal. For those complaints and concerns that cannot be so easily handled, the district has adopted a standard complaint policy. The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise. To review relevant policies or obtain information regarding a complaint process, see the principal. The following complaints are handled through procedures specific to these particular areas:

- Instructional materials: Policy EFA
- Loss of credit on the basis of attendance: Policy FDD
- Prior review of non-school materials intended for distribution to students: Policy FMA
- Removal to alternative education programs: Policy FOAB
- Expulsions: Policy FOD
- Removal of a student by a teacher for disciplinary reasons: Policy FOAA

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact the principal or Title IX Coordinator at **972-727-0511**. For a complaint regarding sexual harassment or abuse, refer to page 12 of this student handbook and the Student Code of Conduct for additional information.

A complaint or concern regarding placement, program, or services offered for a student with disabilities who is not eligible for special education, should be made to the Director of Special Services at **972-727-0490**.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the student or parent may request, within 10 calendar days of learning about the event or problem, a conference with the principal. If the principal's decision is not satisfactory, the student or parent may request, within 10 calendar days, a conference with the superintendent or designee. If the superintendent or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees, in accordance with section FNG (LOCAL) of the AISD Board Policy Manual.

Computer Access - Acceptable Use and Code of Conduct

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Only students who have been authorized by the district and who are

under direct supervision of designated district's employees are permitted to use a district computer or to access any local network or outside telecommunications services such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the district's Acceptable Use Form acknowledging their responsibilities and the consequences of violation. Additional information should be obtained from the AISD Curriculum and Instruction office at **972-727-0310**.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else, transmitting obscene messages or pictures, revealing personal addresses or telephone numbers, either their own or another person's, or using the network in a way that would disrupt use by others.

Contacting Students During School Hours

To protect your children from strangers and in the best interest of all parties, please check in with the school office whenever you wish to see a student. When picking up your child at school, other than at normal opening and closing times, please come to the office to sign your child out. He or she will be called from class.

If a parent/guardian needs to make a last minute change in the way a student is getting home from school or needs to relay emergency information to a student, please call the school office and speak to the office staff. Email and voicemail are not always accessible to teachers and/or substitutes during the school day.

Deliveries to School

Parents bringing items for their student should drop them off at the school office. School personnel will ensure that students receive all deliveries.

Detention

For infractions of campus rules or other policies and regulations, teachers may require students to serve detention before or after school hours. Before assigning students to detention, the teacher shall:

- Inform the student of the conduct that allegedly constitutes the violation,
- Give the student the opportunity to explain his or her version of the incident,
- Contact the parents to inform them of the disciplinary action,
- Parents are responsible for arranging for transportation.

Distribution of Materials (See Appendix Z)

School materials: School publications distributed to the students include the school newsletter and yearbook. All school publications are under the supervision of the teacher and campus principal.

Non-school materials: Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with district regulations. Personal invitations, such as birthday party invitations, should not be distributed at school.

Prior review: All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent or designee. Material not approved by the superintendent or designee within three days is considered disapproved. This disapproval may be appealed to the Board of Trustees at the next regular meeting when the student has a reasonable period of time to present his or her viewpoint.

Electronic Devices and Toys

Electronic devices such as CD players, MP3 players, IPODS, and toys, (toy guns or other toy weapons) are not allowed at school. If these items are found at school, they will be confiscated. Parents may pick up the confiscated items from the office.

Students are prohibited from using a telecommunications device on campus during school hours. Devices powered on or in view of others are considered in use. These items will be confiscated and parents may contact the Principal for information on their return. Laser pens are prohibited from all campuses.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal. Fundraising is not permitted on school property except as approved by the principal or superintendent's designee.

Homework

Allen Independent School District Elementary Homework Guidelines

In an effort to provide consistency between campuses and grade levels, the following homework guidelines have been established. Homework is an important and necessary part of our educational program which fulfills both academic and non-academic purposes. It refers to work assigned by a teacher to be completed by the student outside of class time and is not limited to that which can be written. Homework is intended to provide an opportunity for integrating home and school experiences. It should help foster the concept of learning as a life long process. Homework brings the school and home closer together. As the school and home share the responsibility for education in the years ahead, cooperation between home and school is even more imperative to develop a sound and sensible educational program for each and every student.

Keeping with the positive role that homework should provide, the following parameters are established as general guidelines (rather than as limits or requirements) in terms of time spent by students:

Grade Level	Average minutes per day
Kindergarten and First	10
Second	20
Third	30
Fourth	40
Fifth	50
Sixth	60

Naturally, some students may require more or less time to complete assignments. The amount of time required for homework will vary based on individual student needs. These guidelines do not imply that homework is required each night. Additionally, these guidelines do not include nightly reading, occasional special projects or the requirement to finish incomplete class assignments. Specific questions regarding these guidelines should be directed to your child's teacher or principal.

In-School Suspension (ISS)

In School Suspension (ISS) is a discipline management technique. Students may be placed in ISS for violations of campus rules and/or general misconduct violations. Parents are contacted by phone or in writing when a student is removed from the regular classroom and placed in ISS. For additional information refer to the Student Code of Conduct.

Late Work

Students are to complete all assignments as given by the classroom teacher.

NOTE: Students are given a reasonable time in which to turn in make up work. The recommendation is one day for each school day of absence.

Lost and Found

All articles, including books and clothing, which are found on campus should be taken to the office or to the designated 'Lost and Found' area.

Messages

Instructional time will not be interrupted to deliver messages to students except in emergency situations.

Parent Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. To accomplish this goal of communication, full cooperation between home and school is essential. The following suggestions are intended to help parents make the fullest contribution to their child's success in school:

1. Regular and punctual attendance is the greatest single factor in school success. Parents should see that their son or daughter attends regularly and arrives on time.
2. While there are a few subjects in which little or no work is necessary outside of class, the nature of the majority of subjects in the curriculum is such that work outside of class is necessary for satisfactory progress. Even though written work may not always be assigned, there is usually some studying to be done in the subject. Parents can contribute greatly to their child's success by encouraging home study.
3. Parents may help the school to serve their child by:
 - a. Contacting the child's teacher if problems arise.
 - b. Calling the office to report absences the first thing in the morning.
 - c. Upon the student's return, writing full explanations including the parent's signature with dates of absences.
 - d. Requiring a report card for each six weeks period.
 - e. Studying report cards carefully.
 - f. Refraining from telephoning students during school hours except in emergencies.

Parents are encouraged to:

1. Help their child put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Attend Board of Trustees meetings to learn more about district operations including the procedure for addressing the Board of Trustees when appropriate.
3. Review the information in the student handbook and the Student Code of Conduct with your child and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the school principal.
4. Become familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the principal any questions such as concerns about placement, assignment, early graduation, and other options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Exercise your right to review teaching materials, textbooks, and other aids.
6. Review your child's student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments administered to your child.
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Your child must satisfy grade-level and graduation requirements as determined by the district and by the Texas Education Agency.
8. Become a school volunteer. For information, contact the school office.

9. Participate in campus/parent organizations. The activities are varied ranging from Parent Teacher Student Association (PTSA) to the district and campus-planning committees that formulate district and campus plans to improve educational opportunities for all students. For information, contact your campus principal.
10. Grant or deny any written request from the district to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
11. Develop and practice high-quality communication with any faculty or staff member that supports your child's learning. Effective communication between home and school is essential.

Parent-Teacher Conferences

Parental visits are encouraged and welcomed! Effective education requires a partnership between students, teachers, and parents. Please schedule conferences during a teacher's conference period or before or after school. We hope these meetings will involve and encourage a two-way exchange of information that will assist the schools in teaching your child.

Parent-Teacher Organizations

The Parent-Teacher Association (PTA) is an organization of parents and teachers committed to strengthening the bond between the home and the school for the good of the child. You are encouraged to join your PTA.

Parties and Social Events

All elementary schools will have two parties a year: a Winter Holiday Party and a Valentine's Day Party. In addition, classes may plan an end of year celebration.

Pledges of Allegiance and a Minute of Silence

Texas law (*TEC 25.082*) requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

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

Protection of Student Rights

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation of information in any of the areas listed below. In order to ensure that parent and student rights are protected, the school asks for written parental consent before allowing a student to participate when an educational program requires such information. The areas are:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or family
- Sexual behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior

- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship
- Relationships privileged under law such as relationships with lawyers, physicians and ministers
- Income, except when the information is used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program

Public Display of Affection

Students are to refrain from public displays of affection at school. Public displays of affection may include, but are not limited to kissing, hugging, and inappropriate touching.

Recognition Programs

A goal of all elementary schools in AISD is to foster a positive, motivational atmosphere where recognition of student and staff achievements are frequent and meaningful. A recognition program has been initiated to celebrate individuals and their accomplishments as well as inspire and motivate all to achieve and excel. Awards and programs vary from campus to campus. It is the goal of the elementary schools to recognize 100% of the student body during the school year for their contributions and successes.

Rights and Responsibilities of School Personnel

The following is a list of rights and responsibilities of school personnel:

- Maintain a positive atmosphere conducive to good behavior
- Be in regular attendance and on time and be prepared to perform duties with appropriate working materials
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner
- Plan a flexible curriculum to meet the needs of all students
- Promote effective training and discipline based upon fair, consistent, impartial treatment of all students
- Provide appropriate assistance to students
- Encourage parents or guardians to keep in regular communications with the school and encourage parental participation in school affairs
- Develop a cooperative working relationship between the staff and students
- Assume responsibilities for district and school policies and regulations
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession

School Facilities

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

School Hours

Elementary school classes for grades K-6 begin at 7:55 a.m. and end at 2:55 p.m.

Sexual Harassment

Students are not to engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct including requests for sexual favors. All students are expected to treat other

students and district employees with courtesy and respect to avoid any behaviors known to be offensive and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student results in appropriate disciplinary action according to the nature of the offense. For additional information, please refer to the Student Code of Conduct. The district notifies the parents of all students involved in sexual harassment by student(s) when the allegations justify notification and notifies parents of all incidents of sexual harassment or sexual abuse by an employee. The district encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints are treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or the Title IX Coordinator at **972-727-0511**.

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 designee or with the Title IX Coordinator. The first conference with the student ordinarily is held by a person who is the same gender as the student. Within five days of the request, the conference will be scheduled and held. The Title IX Coordinator or principal coordinates an appropriate investigation, which ordinarily is 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 the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may request a conference within 10 days with the superintendent or designee by following the procedure set out in section FNCJ (LOCAL) of the AISD Board Policy Manual. 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 this policy.

Special Programs

In addition to classroom teachers - counselors, librarians, speech therapists, and resource teachers serve as important resources to students and parents. AISD offers a program designed to aid pupils by providing individual assistance in areas of learning. If a student indicates a need for special attention, several programs and tests (with permission of the parent or guardian) are available.

In addition to a well-rounded curriculum, the following are available: AIM-Activating Inquisitive Minds (gifted and talented), Special Education, Dyslexia Program, English as a Second Language, Alternative Education Program, CMC-Content Mastery Class, guidance and counseling, and support groups. A student or parent with questions about these programs should contact the curriculum department at **972-727-0332**.

Student Directory Information

As provided by directives from the Texas Education Agency, the following student information may be released by any school official without violating provisions of Public Law 93-380 (Family Educational Rights and Privacy Act 1974):

- Student name Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, awards received, student achievement
- The public or private school most recently attended by the student
- News releases and photographs

Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the child.

Student Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, notebooks and may be required to pay certain other fees or deposits including:

- The materials for a class project that the student keeps
- Membership dues in clubs or student organizations and admission fees to extracurricular activities
- Voluntary purchases of pictures, publications, yearbooks, etc.
- Voluntary purchase of student accident insurance
- Musical instrument rental and uniform maintenance when provided by the district
- Personal apparel used in extracurricular activities that becomes the property of the student
- Fees for lost, damaged, or overdue library books and school-owned equipment
- Summer school courses offered tuition-free during the regular school year
- Field trips, and outdoor education experiences

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

Student Grooming and Dress

Section FNCA (LOCAL) of the AISD Board Policy Manual allows the student and parent to determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- Does not lead school officials to believe that such dress or grooming disrupts, interferes with, or detracts from school activities
- Does not create a health or other hazard to the student's safety or to the safety of others

This same policy allows the building administrators to determine whether or not such standards interfere with the educational process. The following statements are presented for parents and students who feel the need for a point of reference in regard to student dress and grooming:

1. Student's hair must be clean, groomed, and, by the nature of the style, does not tend to create a distraction. The length and style of student's hair in the front must not allow hair to fall in the eyes. Hair must be either a natural color or be naturally tinted or colored in a blended and balanced manner. Designs or symbols may not be shaved or cut in the hair. Facial Hair is not allowed.
2. Clothing must maintain dignity and modesty. Clothing, which in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general shall not be allowed. Among those deemed inappropriate, but not limited to, are:
 - a. Jewelry or garments with spikes
 - b. Startling, unusual, tightly fitting, or immodest attire
 - c. Mini skirts
 - d. Short shorts, athletic shorts, cut-off shorts, boxer shorts, running or bike shorts
 - e. See-through clothing
 - f. Tube tops, halters, midriffs, fish-net tops, spaghetti straps, (spaghetti straps are allowed if worn under acceptable garments)
 - g. Badly torn clothing.
 - h. Baggy or sagging pants or shorts and or pants that drag the ground
 - i. The leg widths of pants should not exceed 23 inches in circumference.
 - j. Clothing which lights up and/or flashes lights

3. Students may wear long pants of standard length and regular shorts that meet the following guidelines:
 - a. Length of the shorts must be mid-thigh length or longer and shorts must be hemmed and frays must be stitched.
 - b. Pants and shorts must be naturally fitting at the waist and at the crotch.
 - c. Bike shorts may be worn under garments if outer garments are mid-thigh length.
4. Female students may wear dresses and skirts and shirts over leggings if they are mid-thigh length; slit skirts are acceptable if the slit length is not higher than mid-thigh length.
5. Appropriate undergarments shall be worn by all students. Thermal clothing intended as undergarments must be covered by other clothes.
6. Garments must allow for participation in all regular school activities while maintaining dignity and modesty.
7. Items with provocative, offensive, violent, or drug-related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted.
8. Female students will be allowed to wear earrings as long as they are not disruptive to the school environment. No visible pierced jewelry other than earrings will be allowed.
9. Male students are not allowed to wear earrings. No visible pierced jewelry is allowed.
10. Skin shall be free of personalized ink drawings, writing, or decorations.
11. No hats, caps, sweatbands, bandannas, visors, hoods, wallet chains, or sunglasses will be allowed.
12. No gang paraphernalia will be allowed.
13. For health reasons, students are required to wear shoes. Shoes that create a distraction or safety hazard (such as shoes with wheels) are not allowed. Athletic shoes without cleats are required for physical education classes.
14. All students are expected to meet community standards and school policies with regard to health, cleanliness, and appearance.

15. A uniform code of dress will be required at the Dillard Special Achievement Center.

*Any attire deemed inappropriate or disruptive to the learning environment (i.e., baggy pants, duster coats, etc.) will not be allowed.

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

While it is inevitable that there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrators.

Student Grooming and Dress Code Enforcement Procedures

1. It is the responsibility of all professional personnel to administer the dress and grooming guidelines. It is understood that judgment is necessary. Consistent, fair, and equitable enforcement of standards while protecting the dignity of individual students will be practiced.
2. Principals shall foster open communications with students, staff, and parents in an effort to keep a partnership effort focused on the positive aspects of grooming standards as they relate to the learning environment.
3. Every attempt shall be made to protect the dignity of individuals while enforcing the grooming standards and to assure that students do not miss class time because of dress code enforcement. If the principal determines that a student's grooming and dress violate the dress code, the student will be given an opportunity to correct the problem at school.
4. If the problem is not corrected, the principal or assistant principal shall notify a parent or legal guardian of a student who must go home to change clothes or comply with hair standards. Repeated or extreme violations

of hair or dress policy may result in more serious disciplinary action. (Refer to the Student Code of Conduct.)

5. In the absence of specific length guidelines, parents and students will be expected to respect and cooperate with school officials who make judgments about violations of garment length.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time that 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 under 18 or a dependent for tax purposes. 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 upon completion of the written request form. The records custodian or designee will respond to a reasonable request for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the district will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested 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 with legitimate educational interests" include any employees, agents, or trustees of the district, cooperatives of which the district is a member, facilities with which the district contracts for the placement of students with disabilities, or attorneys and consultants, who are:

- Working with the student
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504
- Compiling statistical data
- Investigating or evaluating programs

The parent's or 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, records pertaining to former students after they are no longer student in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with a court order or a lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other 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 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See section FNG (LEGAL) and (LOCAL) of the AISD Board Policy Manual for the complaint procedures.] Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at no cost for the first 50 pages and a cost of 10 cents per page thereafter payable in advance. Parents may be denied copies of a student's records:

- After the student reaches age 18 and is no longer a dependent for tax purposes
- When the student is attending an institution of post-secondary education
- If the parent fails to follow proper procedures and pay the copying charge

If the student qualifies for free or reduced-price meals and the parents are 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. Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection is provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the administrator to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and the most recent previous school attended.

Special education records: Parents of a student with disabilities who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information at the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

Student's Right To Pray

The school recognizes the rights of a student to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from prayer or meditation during any school activity.

Student Support Teams

The Student Support Team (SST) is a problem-solving committee of school staff members and the student's parent's who meet regularly to discuss students who are experiencing difficulties in school. The SST makes recommendations to the regular classroom teacher for in-class modifications and support from other staff members. The SST also makes referrals to in-district support programs and programs outside the district.

Suspension (ISS and OSS)

In-school suspension and out-of-school suspension are discipline management techniques separate from the Alternative Education Program (AEP). Students may be placed in ISS or OSS for violations of campus rules and/or general misconduct violations. For additional information, refer to the Student Code of Conduct.

Textbooks

All basic texts are property of the state, and are loaned to students for their use during the school year and must be covered by the student. All textbooks and materials are to be treated in an appropriate manner. Please be sure your name, grade, and school are written in the books in case they are misplaced. A fine, based on the judgment of the principal or teacher for abuse or misuse, will be charged and lost books must be paid for in full.

Tobacco, Alcohol and/or Drug Use

All AISD property is smoke-free and this rule applies to any adult or child on AISD premises. Students shall not possess or use tobacco products on school property or while under the school's jurisdiction. Cigarette lighters and matches are prohibited on campus. The Texas Education Code prohibits the use and possession of tobacco products on or off school property or at school-related or school-sanctioned activities. Students choosing to violate this regulation are subject to disciplinary action by administration including suspension and referral to appropriate law enforcement officials.

The use of alcohol and illicit drugs is wrong and harmful. Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program in addition to other school discipline. The principal or counselor can provide information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community. Refer to the Student Code of Conduct for additional information.

Transportation - School Buses or Other Vehicles

Bus transportation is provided for Allen students who live two or more miles from their assigned campus. In some cases transportation will be provided to avoid hazardous conditions such as crossing a major thoroughfare.

Students are subject to the following standards when they are on school transportation. Any student who violates these standards of conduct while on school transportation may be denied transportation services and will be disciplined. The following rules will apply to student conduct on school transportation:

- Follow the driver's directions at all times
- Board and leave the bus in an orderly manner at the designated bus stop nearest home
- Keep books, band instrument cases, feet, and other objects out of the aisle
- Do not deface the bus and/or its equipment
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
- Do not smoke or use any form of tobacco
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus

When a student violates the rules of conduct on school transportation parents will be notified and the student will be disciplined as established in the Student Code of Conduct. Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

It should be understood by all that the bus operator has the responsibility for maintaining order on his or her bus. It is the duty of the principal or designee to exclude a child from riding a school bus and not the duty of the driver. However, the driver is not prohibited from exercising reasonable judgment in order to protect other passengers from bodily harm.

For the safety of all students, private vehicles are required to observe school-crossing zones, other restricted or caution zones as marked, and one-way traffic flow instructions. School officials remind parents or guardians that private vehicles are not to stop or park in bus lanes. For everyone's convenience, parents are also requested not to stop at entrances to parking areas that impede other traffic. For additional information refer to the Student Transportation section in this handbook.

Transportation – Personal

To ensure the safety of all students, parents/guardians who drive students to school are required to follow individual campus drop-off and dismissal traffic procedures. These procedures are communicated at the beginning of each school year and can also be obtained from the campus administrator.

The riding of bicycles, scooters, or skateboards is restricted on campus. Bicycles, scooters and skateboards are not allowed in the school building. Students should check with the campus principal for information on storage of these modes of transportation during the school day. Please be advised that there may not be space available to store scooters and skateboards in the school building.

Motorized vehicles/apparatus

Motorized scooters, motorized skateboards, or any motorized apparatus, other than those necessary due to a handicapping condition or for medical reasons, are prohibited on school campuses.

Visitors at School

Parents and other visitors are always welcome to visit the school. For the safety of our students, all visitors must first sign in at the school's main office and receive and wear a visitor's badge. For specific appointments with teachers, counselors, administrators, or other staff members, parents should call the school in advance. No student visitors are permitted on campus during the school day. To ensure test security and integrity, visitor access will be limited on all district and state testing days.

Governmental Authorities

Questioning of Students

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

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

Students Taken into Custody

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

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

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to

notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact. The district is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

Questioning and Searches

In order to provide reasonable assurances of a safe and secure environment in all Allen ISD buildings, metal detectors may be used and carry-in items may be subject to search.

Students are free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a "reasonable cause" or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. A search is reasonable if it meets the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.
3. To protect the safety and security of all students, staff, visitors and district premises, the Board of Trustees has authorized school administration to use walk through metal detectors to monitor all persons entering the premises. All bags, backpacks, or other packages brought onto the premises are subject to search at the time of entry. Failure to comply with entry procedures will result in denial of access to premises.
4. As a deterrent to possession and use of alcohol and illicit drugs, the superintendent has authorized the periodic use of a "sniffing" dog for locating illegal drugs on school premises, not on persons.

Guidance and Counseling Services

The guidance and counseling programs assist individual students in understanding and using the educational, vocational, and personal opportunities they have and can develop. These programs are designed and developed to offer systemic assistance to aid all students in achieving satisfactory adjustment to school and to life. The goal of the program is to teach preventive mental health skills which will help students to feel good about themselves and to lead them to the development of responsible social behavior.

To the extent possible under legal and ethical guidelines, the privacy rights of students and their families are protected by our counselors. Counseling services are provided through individual counseling, support group counseling, and classroom guidance activities. The services of the counselor are available to any student unless specifically prohibited by written request from the parent or guardian. The parent's written consent is required before the school conducts a psychological examination, test, or treatment unless required by state and federal law for special education purposes. Parents or guardians may preview all counseling curriculum and materials.

Our counselors are required by state law and their own professional code of ethics to report any form of child abuse or endangerment whether to self or others. School counselors hold a professional certificate in counseling issued by the Texas Education Agency on the recommendation of the college or university where the counselor has obtained a master's degree.

Students and parents are encouraged to talk with a school counselor, teachers, and the principal in order to learn about the curriculum, course offerings, and standardized testing programs. The school counselor is available to assist students with a wide range of personal concerns including such areas as, social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with a counselor should contact the school office to make an appointment.

Health and Safety

Allergic Conditions

Parents will notify and meet with the school nurse regarding any allergic condition that may affect their student's welfare in the school setting. Notification must be done as soon as school begins or the student is enrolled.

Communicable or Contagious Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. A pupil who has had a contagious disease may be asked to present a health certificate from a certified physician upon returning to school. For additional information, refer to section FFAD (Exhibit) of the AISD Board Policy Manual.

COMMUNICABLE DISEASE PREVENTION

EXCLUSION FROM CLASS DUE TO:

Fever 100° or above (↑)

Vomiting

Diarrhea

A student is excluded from school if illness is evidenced by a temperature elevation of 100° or above. A temperature must remain within normal range for 24 hours before the student returns to school. A student with a fever (100° or ↑) is not only communicable to others, but runs the risk of developing a secondary infection by attending school. A student, to whom an analgesic medication is given to control a fever, and yet who still experiences a temperature of 100°, will have to go home until fever subsides. If a fever of 100° or ↑ continues for 48 hours parents are advised to seek medical attention. A student with the symptoms of vomiting and / or diarrhea is excluded from school until the condition subsides. Should fever develop, attendance will follow the above guideline.

Pediculosis – Head lice

The school nurse will verify reports of head lice in the classroom setting. When a student is suspected of having head lice, he or she will be checked in a manner that maintains individual confidentiality. If the school nurse determines by examination that a student does have head lice, the parent is notified that their child will need to be picked up from school and treated. Any and all siblings will also be checked. If siblings appear to be clear they may return to class, but should be treated along with any other persons residing in the home. Printed instructions will be given to the parent and reviewed by the nurse.

A student may return to school when the treatment is complete, which includes removal of live pediculosis and nits. The student and the parent must check with the nurse before going to class. ***If nits are still apparent the student may not return to class until clear.*** If signs of re-infestation are noted, the school nurse will review the treatment regime including correct treatment procedures, proper nit removal, and delousing of the household.

Emergency Medical Treatment

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain emergency medical treatment for the student as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. ***A medical release from the attending physician*** is required for the student to return to school in the event that emergency medical treatment, day surgery, dental surgery or dental extraction occurs.

Immunization Requirements

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, pertusis, polio, rubella, mumps, measles, and haemophilus influenza. The school nurse can provide information on age appropriate doses from an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or stamped validation.

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

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

Medication

The extent of medical services provided by school personnel is limited to "first aid" provisions in the school clinic. **A student who must take prescription or non-prescription medication during the school day must bring a written request from his or her parent along with the medication in its *original* properly labeled container, to the nurse's office upon arrival at school. For secondary students, medications and written authorization will be delivered to the clinic upon arrival in the main building.** All medication is to be stored in the nurse's office, with exception of prescribed inhalers for the treatment of asthma. Prescribed inhalers may be carried by students with asthma provided written authorization from the parent or guardian is given to the school nurse as well as a written statement from the student's physician or licensed health care provider stating: that the student has asthma and is capable of self-administering the prescribed medication; the name and purpose of the medication; and the prescribed dosage. All inhalers must have the prescription label on the medicine. Failure to store medication in the clinic or follow above mentioned inhaler procedure may result in serious disciplinary action.

Notice Concerning Use of Pesticides

This district periodically applies pesticides. Information concerning application may be obtained from the AISD Facilities Department, at 972-727-0363.

Safety and Accident Insurance

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented safety procedures. However, the district can address only part of the challenge; the essential remaining part is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk
- Following the Student Code of Conduct and any additional rules for behavior and safety set by the principals or teachers
- Remaining alert to and promptly reporting safety hazards such as intruders on campus
- Knowing emergency evacuation routes and signals
- Following immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school

nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The district is not responsible for medical costs associated with a student's injury. The district does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims to the address listed on the claim form.

Safety Drills

Students, teachers, and other district employees will participate in drills on emergency procedures. When the fire alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. Students are not to run or talk as this might cause panic.

During tornadoes and other natural disaster drills, students and teachers are to follow safety procedures as outlined by campus administration. This must be done quickly, and in an orderly manner.

Emergency bells and procedures

Bells and procedures will be designated by each campus.

Scholastic Information

Academic Dishonesty

Academic dishonesty includes cheating and plagiarism. Copying another person's work such as homework, classwork, or a test is a form of cheating. Plagiarism, which is the use of another person's original ideas or writing as one's own without giving credit to the true author, is considered cheating and the student is subject to academic disciplinary action that may include loss of credit for the work in question. Teachers, who have reason to believe that a student has engaged in academic dishonesty, assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty are subject to disciplinary penalties as well. Refer to the Student Code of Conduct.

Assistance to Students

Options and requirements for providing assistance to students who have learning difficulties or who need or may need special education:

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 should be considered for tutorial, compensatory, and other support services that are available to all students. For more information contact:

Director of Student Services at 972-727-7115.

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:

The Director of Special Education
972-727-0490

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial.

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

Para mayor información póngase en contacto con:

Director d Servicios al Estudiante
Número de teléfono: 972-727-7115

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Director para Educación Especial Número de teléfono: 972-727-0490

Credit By Examination/Examinations for Acceleration

With prior instruction: A student who has had sufficient prior formal instruction as determined by the district on the basis of a review of the student's educational records (and who has failed a course with a grade of no less than 60) may gain credit for the course by passing a proficiency examination on the essential elements of the course. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.

Without formal instruction: A student in grades K-12 may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject. Questions regarding these examinations and procedures for kindergarten acceleration may be discussed with the school counselor or campus administrator.

The examinations are scheduled for the following dates:

The week of October 30, 2006 with a deadline to apply of September 13, 2006. June 4, 5, 6, 2007 with a deadline to apply of April 3, 2007.

A student planning to take an examination for acceleration (or the student's parent) must register with the campus administrator no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university.

Progress Reports, Citizenship Reports, and Report Cards

Report cards are sent home at the end of each six weeks-grading period. These reports include numerical grades for students in grades 2-6 and a checklist system for students in grades K-1. Report cards for students in all grades K-6 include a citizenship grade for that period. Additionally, parent-teacher conferences should be utilized by all grade levels. Administrative procedures for parent conferences may be obtained from the campus principal.

A progress report will be sent home at the end of the first three weeks of each grading period, excluding the first three weeks of the first semester. To ensure continued communication, each grade level teacher will send paperwork home periodically. Please review your child's work. So that school personnel know you have reviewed your child's work, parents may be asked to sign these papers and return them to the teacher.

Promotion and Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards. Students who do not achieve this standard may be recommended for retention to acquire additional social, emotional, or academic readiness.

To be promoted, a student in grades 1-8 must pass language arts, mathematics, and either science or social studies.

Testing

In addition to routine testing and other measures of achievement, students at certain grade levels will take the Texas Assessment of Knowledge and Skills (TAKS) Test.

Reading and Mathematics: Each year in grades 3 through 6

Writing: grade 4

Science: grade 5

Reading:

State law (SB 4) requires that all students pass TAKS Reading at grade three to be promoted to fourth grade.

State law requires that all students pass TAKS Reading and Math at grade five to be promoted to the sixth grade.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or Director of Special Services at **972-727-0490**.

2006-07 STUDENT TRANSPORTATION HANDBOOK

Dear Parents and Students:

The Allen Independent School District provides school bus transportation services for all bus-eligible students residing within the district. The State of Texas sets the standards governing school bus operations and provides funding to school districts for student transportation. School districts receive funding from the state based on the number of eligible riders transported.

Proper student behavior on the school bus is essential in allowing the driver to safely operate and maneuver the bus. This handbook has been written to provide an understanding of school bus policies that will offer each passenger a safe ride to and from school.

The Allen Independent School District Board of Trustees provides an opportunity for all eligible students to ride the school bus. The same standard of student behavior is required on the bus that is required in the classrooms. A full understanding by parents, students and school employees of the required behavior standards will allow for a safe and pleasant means of transportation for all.

Your cooperation in the joint effort of providing a safe means of transportation for all students in the Allen Independent School District is greatly appreciated.

Sincerely,
Carl Cater
Director of Transportation
(972) 727-0542

GENERAL GUIDELINES

1. The Allen I.S.D. Board of Trustees has elected to provide bus transportation for students living more than two (2) miles from their assigned campus. These students are considered to be eligible bus riders. In addition, the Board may elect to designate certain areas as "hazardous areas." Students living in those areas would also be considered eligible bus riders.
2. The school district's responsibility for bus riders begins when they board the bus and ends after they have safely departed the bus at their designated bus stop after school.
3. It shall be the responsibility of the campus administrators and teachers to see that a student gets on the correct bus when leaving school.
4. If a student is to ride a bus other than their assigned bus or if they are to get off the bus at a stop other than their regular bus stop, the student's parent or guardian must send a note or otherwise communicate to the campus principal giving such permission. The principal will then communicate that to the bus driver.
5. Any student not eligible to ride the bus must have the principal's permission and the permission of the Allen I.S.D. Transportation Department to ride.

I. PRIOR TO LOADING

1. Students should be at the bus stop in the mornings ten minutes before the scheduled pick-up time as actual pick-up times may vary according to traffic, road conditions, and other unforeseen circumstances.
2. Students are to wait for the bus at the assigned stop in an orderly manner until the bus arrives.
3. As the school bus approaches, the students should form a single line, at least 10 feet back from the curb and well back from the roadway. **DO NOT MOVE TOWARD THE BUS UNTIL IT HAS COME TO A COMPLETE STOP AND THE DOOR IS OPENED.**
4. Students must refrain from any type of harassment of the public and must not damage public or private property while at or on the way to the bus stop.
5. When boarding, students should use handrails to help board the bus safely.
6. For safety reasons, students should not wear clothing with drawstrings, dangling cords or anything that could have a tendency to get caught on equipment as they board and de-board.

7. If a student misses the bus, he/she should go home immediately. It will be the parent's responsibility to take the child to school.

II. RULES FOR BUS RIDERS

1. Move directly to a seat and be seated immediately upon boarding. The driver will not proceed until all students are seated.
2. Remain seated at all times while the bus is moving.
3. Do not carry any item on the bus that will not fit in your lap without the driver's permission.
4. If you must cross the street or road to board the bus and you do not have adult supervision crossing the street, wait until the bus arrives at the stop and make certain that all oncoming traffic in all directions has stopped.
Never cross behind the bus.
5. Keep all body parts inside the bus.
6. Once on the bus, stay on the bus until you arrive at your designated bus stop or unloading zone.
7. Keep feet, hands, and all objects out of the bus aisle.
8. Any object that could easily cause injury to yourself or others, such as pencils, sticks or other sharp objects, must be safely stored away at all times.
9. Do not litter the bus. No food or drinks (cups, cans or bottles) will be permitted on the bus without the driver's permission.
10. Do not throw objects inside the bus or toss anything out of the bus.
11. Follow all rules of conduct as stated in the Student Code of Conduct. "On the bus" is considered at school.
12. Do not mark, cut, or intentionally damage any part of the bus. Costs to repair deliberate damage will be charged to the person responsible for damages.
13. Use the emergency doors and exit windows only during drills or actual emergencies.

III. UNLOADING FROM THE BUS

1. Remain seated until the bus comes to a complete stop. Then exit the bus in an orderly manner. **Do not push or shove.**
2. Move away from the bus immediately upon exiting the bus. The driver will not continue until everyone is at least 6 feet away from the bus.
3. If you must cross the street or road after getting off the bus, walk to the front of the crossing arm. **Never cross behind the bus.**
4. If you drop an article near or under the bus, never try to retrieve it while the bus is there. Go to the door of the bus and ask the driver for help.

IV. EXTRA CURRICULAR TRIPS

1. All safety rules apply to all school sponsored trips.
2. All bus riders shall respect the wishes of the bus Chaperone. At least one Chaperone will be on each bus.

V. PROHIBITED ITEMS ON THE BUS

1. Live animals.
2. Any type of weapon.
3. Glass containers.
4. Any object (musical instrument, class project, etc.) too large to be carried by the student and fit in the student's lap or between their feet on the floor.
5. Any object or item that is prohibited at school.

VI. EMERGENCY EVACUATIONS

If an emergency evacuation is necessary, please follow the procedures listed below:

1. Leave the bus in a single file as quickly and quietly as possible
2. Evacuation will start with the seat closest to the exit door
3. Once outside the bus, stand as a group and follow the driver's instructions

VII. DISCIPLINE PROCEDURES

Bus transportation is a privilege---not a requirement---not a right. It is a privilege that may be suspended or revoked if the conduct of the rider interferes with the safe and orderly transportation of any student.

The school bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must maintain order on the bus to be able to operate the bus safely. The driver has the authority to assign seats and to instill any other reasonable riding procedures, in order to maintain proper conduct of the students on the bus.

The school bus driver has the authority to recommend to the Principal that a student be removed from the bus for discipline reasons. Students refusing to obey instructions from the driver or who refuse to obey the bus conduct rules could forfeit their privilege to ride the bus for a period of time determined by the school administrator.

VIII. STUDENT CONDUCT REPORTS

1. For flagrant or chronic misbehavior, the bus driver should fill out a "Bus Conduct Report" It will list the student's name and the offense he/she committed. The report will be given to the student's Principal for follow-up and possible disciplinary action.
2. The campus Principal or his/her designee shall investigate the Bus Conduct Report and take disciplinary action as deemed necessary and notify the parents of such.
3. When the infraction is of such a nature that riding privileges are lost, the student will not be allowed to resume riding any bus until the number of suspension days that were assigned by the Principal have passed.
4. No student will be put off the bus between his or her designated bus stop and school. If a situation arises that is beyond the control of the driver, he/she will notify the transportation office and ask for assistance. In some instances it may be necessary to return to the school or to the bus stop for immediate assistance. If the situation is such that it can be handled later by the Principal, the route should be completed without further delays.

IX. STUDENT DISCIPLINE STRATEGIES

Minimizing disruptions and disorder on the bus is essential to transporting students safely. The following are suggested strategies to be followed in dealing with student misconduct that may occur on the bus.

SAFETY

First Referral

- a. Notify parent
- b. Conference with student

Second Referral

- a. Notify parent that student is in danger of losing bus privileges
- b. Student warning

Third Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of three (3) school days
- c. Any additional occurrences of the same offense would increase the number of days off bus.

PROFANITY

First Referral

- a. Notify parent
- b. Student conference

Second Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of three (3) school days

Third Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of ten (10) school days
- c. Any additional occurrences of the same offense would increase the number of days off bus.

DISRESPECT / Non-compliance

First Referral

- a. Notify parent
- b. Student conference

Second Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of two (2) school days

Third Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of five (5) school days
- c. Any additional occurrences of the same offense would increase the number of days off bus.

FIGHTING

First Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of three (3) school days

Second Referral

- a. Notify parent
- b. Loss of bus privileges for a minimum of ten (10) school days
- c. Any additional discipline as mandated by the Student Code of Conduct

Third Referral

- a. Notify parent
- b. Suspension of bus privileges for remainder of semester or greater length of time as determined by the campus administrator
- c. Any additional discipline as mandated by the Student Code of Conduct

USE OF TOBACCO OR OTHER SUBSTANCES PROHIBITED BY LAW

First Referral

- a. Notify parent
- b. Suspension of bus privileges for remainder of semester or greater length of time as determined by the campus administrator
- c. Notify law enforcement officials for possible legal action
- d. Any additional discipline as mandated by the Student Code of Conduct

Parents can be of great assistance in providing safe and efficient transportation for all children by (1) supporting the school administration and the school bus driver; (2) accepting joint responsibility with school personnel for maintaining proper conduct of their children on the bus.

It is the goal of the Allen Independent School District to provide safe transportation for every bus rider. Safety in transportation requires proper student behavior while on the bus. Any misbehavior by passengers creates a hazardous condition. Proper behavior by all passengers allows the driver to focus on driving the bus safely to their destination.

ELIGIBLE STUDENT RIDERS

The District may not provide transportation to any student for whom it does not receive state transportation funds, except as may be required by the Individual Education Plan (IEP) of a student with disabilities.

All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops. Students should be at the bus stop ten (10) minutes before the bus stop time.

**SPECIAL NEEDS
TRANSPORTATION**

Call the transportation office thirty minutes before pick up time if the student is not going to ride that day. If you take the student to school it is the responsibility of the parent to contact the transportation office by 1:30 to let them know that the student needs a ride home. Should the student not ride the bus for three consecutive days,

	the driver will not come back until someone calls the transportation office at 972-727-0542.
SAFETY PRECAUTIONS	Safety precautions shall be exercised in the bus operations at all times. If at any time the bus driver is uncertain about road or vehicle conditions, or other safety factors, the driver shall park the vehicle until safe operating conditions are assured.
ELIGIBILITY CRITERIA	The following criteria shall be used in determining the eligibility of students for foundation school program transportation purposes and the approval of bus routes therefore:
	<ol style="list-style-type: none"> 1. The student must reside in the attendance area, as designated by the Board, of the school he or she attends and must live two or more miles from this school as measured by the nearest practical route, unless he or she attends a school by reason of a court order. 2. All approved bus routes must transport only eligible students and monitors approved by the District.
CLASSIFICATION OF SERVICE	Transportation of students is conducted by the Districts transportation department. Students in the District are transported under the classifications listed below:
	<ol style="list-style-type: none"> 1. Students living two miles or more from the school 2. Emergency Transportation 3. Court-Ordered 4. Special Education 5. Field Trips 6. Activity buses for athletic teams, band, and school-related clubs and organizations. 7. Curriculum transfers 8. Overflow students
DEFINITIONS	For the purpose of these guidelines:
	<ol style="list-style-type: none"> 1. "Bus" means a motor vehicle used to transport persons and designed to accommodate more than 10 persons, including the driver. 2. "Passenger car" refers to a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate ten or fewer passengers. 3. "Passenger Van" refers to a motor vehicle, other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver. 4. "School activity bus" means a bus designed to accommodate more than 15 passengers, including the operator, that is owned, operated, rented, or leased by the District and is used to transport public school students on a school-related activity trip, other than on routes to and from school. The term does not include charter bus, a bus operated by a mass transit authority, or a school bus. 5. "School bus" means a motor vehicle that was manufactured in compliance with the federal motor vehicle safety standards for school buses in effect on

	<p>the date of manufacture and that is used to transport preprimary, primary, or secondary students to and from school. The term does not include a school-chartered bus or a bus operated to by a mass transit authority.</p> <p>6. “Motor bus” means a vehicle designed to transport more than 15 passengers, including the driver.</p>
	<p><i>Education Code 34.003;</i> <i>Transportation Code 541.201</i></p>
AUTHORITY	<p>The District may establish and operate and economical public transportation system in the District. For that part of the system that the District operates directly, it shall employ bus drivers certified by the Department of Public Safety. <i>Education Code 34.007,34.008</i></p>
TRANSPORTATION FUNDING FOR ELIGIBLE STUDENTS	<p>If the District operates a transportation system, the district is entitled to a state transportation allotment. The allotted funds must be used to provide transportation service to students who live two or more miles from the school they attend. <i>Education Code 42.155</i></p>
	<p>The Board may require payment of a reasonable fee for transportation to and from school, of a student who lives within two miles of the school the student attends. However, the Board may not charge a fee for transportation for which the district receives a transportation allotment under Education Code 42.155(d). <i>Education Code 11.158</i></p>
HAZARDOUS CONDITIONS	<p>The District may apply to the commissioner of education for an additional amount of up to ten percent of its regular transportation allotment to be used for the transportation of students living within two miles of the school they attend who would be subject to hazardous traffic conditions if they walked to school. The Board or its designee shall provide to the commissioner the definition of hazardous conditions applicable to the district and shall identify the specific hazardous area for which the allocation is required. A hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition. <i>Education Code 42.155(d)</i></p>
ACCELERATED INSTRUCTION PROGRAM	<p>The District shall provide students required to attend the accelerated programs with transportation to those programs if the program occurs outside of regular school hours. <i>Education Code 28.0211(j)</i></p>
STANDEES	<p>The District may not required or allow a child to stand on a moving bus or passenger van. <i>Education Code 37.126</i></p>
DISRUPTION OF TRANSPORTATION	<p>Any person who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school or activities sponsored by a school on a vehicle owned and/or operated by the District shall be guilty of a misdemeanor. <i>Education Code 37.126</i></p>
TRANSPORTATION	<p>The Board may contract for all or part of its public school transportation with</p>

COMPANY OR SYSTEM	mass transit authority or commercial transportation company,
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Appendix Y

In accordance with requirements of S.B. 42, 79th Legislative Session, and enforcing Board Policy BDF (Legal), the district publishes the following:

- 1. Board Policy EGAB(Legal) ensures that elementary school, middle school and junior high school students engage in at least 30 minutes per school day or 135 minutes per school week of physical activity.**
- 2. The School Health Advisory Council of Allen ISD has met four times during the school year 2005-2006.**
- 3. Board Policy FFA(Local) is a policy to ensure that the district campuses comply with agency vending machine and food service guidelines for restricting student access to vending machines.**
- 4. Board Policy FNCD(Legal) enforces policies and procedures that prescribe penalties for the use of tobacco products by students and others on school campuses or at school sponsored or school related activities.**

Appendix Z

**LIMITATIONS ON Nonschool materials shall not be distributed if:
CONTENT**

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
4. The materials contain defamatory statements about public figures or others.
5. The materials criticize Board members or school officials or advocate violation of school rules and fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA (LEGAL).
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials include hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar publications aimed at creating hostility and violence if they fall within the standard described at LIMITATIONS ON EXPRESSION at FNAA(LEGAL).