2025-2026

ELEMENTARY SCHOOL

STUDENT HANDBOOK

CAMPUS ADMINISTRATORS

Clearfork Elementary – Grades Pre-K, K, and 1
Dr. Lisa Marroquin, Principal

Devonian Elementary – Grades 2 and 3
Arturo Roman, Principal

Underwood Elementary – Grades 4 and 5
Dr. Susan Netopski, Principal

ANDREWS INDEPENDENT SCHOOL DISTRICT

405 N.W. 3rd Street
Andrews, Texas
(432) 523-3640

Children Learn What They Live
by Dorothy Law Nolte

If children live with criticism;
They learn to condemn.

If children live with hostility;
They learn to fight.

If children live with ridicule;
They learn to be shy.

If children live with shame;
They learn to feel guilty.

If children live with tolerance;
They learn to be patient.

If children live with encouragement;
They learn confidence.

If children live with praise;
They learn to appreciate.

If children live with fairness;
They learn justice.

If children live with security;
They learn to have faith.

If children live with approval;
They learn to love themselves.

Andrews Independent School District
405 Northwest Third Street
Andrews, Texas 79714
(432) 523-3640

Dear Parent,

This elementary Student Handbook was developed by Andrews Independent School District's elementary principals. It is the desire of each principal that this handbook serves as a guide for you and your child to understand the procedures of the elementary schools.

The Student Code of Conduct was developed by a committee made up of administrators, teachers, parents, and students of the Andrews Independent School District. The code was then approved by the Board of Trustees and the Texas Education Agency. This Code of Conduct has been incorporated in the elementary Student Handbook.

Please sign and date the attached form to verify your receipt of this booklet.

Sincerely,

Dr. Bobby Azam, Ed.D.
Superintendent

P R E F A C E

The Andrews I.S.D. Elementary School Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents need to be familiar with the Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law, and is intended to promote school safety and an atmosphere for learning. This document is included within this handbook.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by the newly adopted policy.

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ABSENCE/ATTENDANCE

A student must be in attendance at least 90% of the time in each class, beginning in Pre Kindergarten through 12th grade.

Per TEC §25.087 and *AISD Compulsory Attendance Policy FEA (Legal)(Local)*, the following absences will be **EXCUSED** under the *Compulsory Attendance Laws*.

Excused Absences:

- Documented health care appointment if student aRends part of school day (doctor notes should be turned into the main campus office upon return)
- Documented health care appointment but the student did not attend school the same day (doctor notes should be turned into the main campus office upon return)
- US Citizenship proceedings
- Religious holy days
- Required court appearances
- Higher education visits (2 per year for only Juniors and Seniors)
- Career Investigation visits (2 per year for only Juniors and Seniors)
- Court ordered/DFPS required ac)vity
- Student learner's permit or driver's license appointment. (max 1 each at AHS or AEC only)
- Serious or life-threatening illness
- Serving as an election clerk (must meet specific state requirements)
- Military dependent child visiting parent before, during after deployment (must meet specific state requirements)
- Participation in UIL school sponsored events
- A 17-year-old student enlisting in the Military (must meet state requirements)
- Playing TAPS at Texas Military Funeral (6th – 12th graders)

<u>Andrews ISD will also EXCUSE the following absences which are not identified by the Compulsory Attendance law:</u>

o Absence due to attending a funeral

o Absence resulting from School Nurse visit and being sent home; this type of absence will also cover the 24 hours into the following day for the fever free-24 hour rule.

UNEXCUSED Absences:
The following absences will NOT be considered excused absences, and will be
Unexcused:

- Parent/Guardian Note
- Parent/Guardian Call In
- Any other undocumented absence

AISD Procedures for Make Up Assignments During an Absence:

All absences account for the 90 percent threshold regarding the state laws surrounding "Attendance for Credit or Final Grade" regardless if the absence is excused or unexcused.

Makeup Work Because of Absence

On all absences, the student will be allowed the number of days absent to complete all missing assignments; time allotted will not exceed the number of days absent. The student will be responsible for obtaining and completing the makeup work within the time allowed. The student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including extracurricular activities, so that the teacher and student may plan any makeup work. If an absence exceeds two days' duration, the parent may call the attendance clerk to have assignments sent home while the student is still absent.

Texas State Law Regarding Truancy

If a student is absent from school without an acceptable excuse (listed above) for 10 or more days, or parts of days, within a 6-month period, the parent may be subject to prosecution and the student may be referred to truancy court.

To prevent truancy, the school district will send notices to parents making them aware of absences that may lead to truancy. The school district will also invite parents to attend Attendance Review Meetings to develop an intervention plan.

ADDRESS AND PHONE NUMBERS

Parents are requested to inform the school of any change in address or phone number made during the school year. This is most important because of the possibility of an emergency or accident.

ADVANCED PLACEMENT

A student in any grade may use advanced-placement examinations to advance one grade level or gain credit for a subject. Questions about advanced placement examinations may be discussed with the school's principal.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

BUS STUDENTS

Riding the school bus is a **PRIVILEGE**. If a student follows the rules, the student will **NEVER** lose his/her bus riding privilege.

Our goal is to **SAFELY** transport students to and from school each day.

TRANSPORTATION RULES

1. Maintain the same conduct on the bus as students are expected to in the classroom.
2. Be courteous; use of profane language or obscene hand gestures will not be tolerated.
3. The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cooperate with the driver. The bus driver is authorized to assign seats.
4. Students are not allowed to eat or drink while on the bus.
5. Local and state law prohibits the use of any kind of tobacco on school buses or school property.
6. Yelling, shouting or talking loudly are distracting to the driver and not allowed while on the bus.
7. Do not be destructive of school property or of other students' property. Any students damaging school property will have to pay for those damages. Students are asked to help keep the bus clean.
8. Students are expected to stay in the seat, facing forward, and keep hands, head and feet in the bus and to themselves at all times. Moving around on the bus is not allowed.
9. Feet, books and other objects are to be kept out of the aisle of the bus.
10. Do not push, shove, wrestle or fight while on the bus or while entering or exiting the bus.
11. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
12. It is illegal to throw any items out the windows of the bus or inside the bus.

BUS STUDENTS' DISCIPLINE PLAN

First Offense: A verbal warning will be made to students who violate bus rules. The driver will document such warnings in a journal. If warnings are not heeded the driver will file a written report describing the student's behavior.

First Report: REPORT FILED - The driver shall file a discipline report describing the improper behavior of the bus student. Reports are submitted to the director of transportation. A copy of the report will go to the campus administrator who deals with student discipline for immediate action. The campus administrator shall conference with the student about his/her reported misconduct.
Parents are to be contacted by the administrator, who will inform them that their child will receive a verbal warning.
ALL actions are to be fully documented.

Second Report: One day of lunch detention- The driver shall follow the same procedure as before. The campus administrator shall inform the student and the parents of the one-day (1) lunch detention. ALL actions are to be fully documented.

Third Report: Three days (3) of lunch detention. The driver shall follow the same procedure as before. The campus administrator shall inform the student and the parents of the three-days (3) of lunch detention. ALL actions are to be fully documented.

Fourth Report: Five days (5) of lunch detention. The driver shall follow the same procedure as before. The campus administrator shall inform the student and the parents of the five-days (5) of lunch detention. ALL actions are to be fully documented.

Fifth Report: Three-Day (3) Removal from the bus. The driver shall follow the same procedure as before. The campus administrator shall inform the student and parents of the three-day (3) removal from the bus. The suspension from riding the bus will begin the following day. ALL actions shall be fully documented.

Sixth Report: Five-Day (5) Removal from the bus. The driver shall follow the same procedure as before. The campus administrator shall inform the student and parents of the five-day (5) removal from the bus. The suspension from riding the bus will begin the following day. ALL actions shall be fully documented.

Long-Term Removal - If a student's inappropriate behavior persists he/she will be removed indefinitely from riding the bus. The action(s) of the student will be reviewed and the director of transportation, school administrator and the assistant superintendent of operations will determine the suspension time. Parental grievances shall be made in the following order:
1. Director of Transportation

2. Assistant Superintendent of Operations Severe Action: Immediate Removal from the bus. When a student's behavior is severe he/she shall be removed from the bus immediately. The severity of the behavior will determine the removal time from the bus, which will be decided by the director of transportation and the assistant superintendent of operations.

The following behaviors are classified as severe:

1. Physical assault on the driver or another student.
2. Possession of an illegal weapon.
3. Verbal assault on driver or other students.
4. Terroristic threats toward students, drivers, other parents or the school district.
5. **Fighting is an automatic three-day (3) In School Suspension (ISS).** The bus driver shall make the distinction between fighting and the assault of a student by another. **A second fight will automatically result in a long-term suspension.**

Please reference the Transportation Handbook for more detailed information.

SMART TAGS:

SmartTag ID RULES:
Students are required to have their SmartTag ID in order to ride the bus. If students DO NOT have their badge, in order to get on the bus, the below steps will be followed

<table>
<tr><th>K-3</th><th>4TH-12TH</th></tr>
<tr><td>1st offense:
Transportation will notify, in writing, the campus administrator of any students who do not have or use their badge for 3 days.

The campus administrator will contact the parent with information to go online to purchase a new tag.</td><td rowspan="2">1. Students who do not have their badge will be provided a verbal warning and written reminder for three school days.

2. If a new SmartTag is not obtained within the three school days from the initial reminder, a report will be given to the campus administration.

3. Once this occurs, the student will be given three additional days to obtain a new SmartTag ID.

4. If a SmartTag is not obtained at this point, the student will be removed from the bus for three days.</td></tr>
<tr><td>2nd Offense and Beyond:
Transportation will notify the campus administrator of any students who do not have or use their badge for 3 days.

Parents will be given 3 days to purchase a new bus tag.</td></tr>
</table>

Campus Administration may assign discipline for the 2nd offense and beyond. ***Transportation will add a fine in Skyward and the student will be issued a new bus tag.***	5. During this removal, it is expected that the parent will pay the replacement bus pass fee online to obtain a new SmartTag ID for their student(s). 6. Campus Administration may assign discipline for the 2nd offense and beyond.

CAFETERIA

Cafeteria service is available daily for all students (grades kindergarten through five) for both breakfast and lunch. Children may bring their lunches and eat with their class.

Parents and visitors are welcome to occasionally eat lunch in the school cafeteria. However, our lunch program is designed to meet the needs of the student body and school staff and is not intended as a commercial food provider.

The district computer system requires each student to enter his or her own school I.D. number into the computer when going through the serving line.

When cash or a check is sent with the student, the full amount will be put into his/her account. You can prepay one week or more of meals at a time or up to one month or more.

At elementary campuses, parents will be notified if meal balances are low. Online payment options and notification are available through https://family.titank12.com/.

If a student does not have sufficient funds in his/her meal account, one meal will be supplied to the student that he/she can repay at a later date. All subsequent meals will consist of a low cost reimbursable meal until the meal account is paid in full.

Free and reduced meals are available to limited income families. Applications for the lunch program are available during registration and throughout the year.

Elementary Cafeteria Meal Prices:	**Breakfast--$1.50**	**Lunch $2.85**
	Reduced Breakfast 30 cents	Reduced Lunch 40 cents
	Visitors: Breakfast $3.00	Lunch $5.00

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Students are requested to observe the following in the school cafeteria:

1. Be quiet and orderly.
2. Stay seated at an assigned table. Moving from place to place is not allowed.
3. Talk only to those nearest you. Voices should be kept to normal conversational tones.
4. Use good table manners.
5. Do not take food from the cafeteria.
6. Follow other directions that may be given by teachers or other school employees.
7. Trading food with others or eating their unfinished meals is not permitted.
8. Soft drinks and candy are not allowed unless part of a lunch brought from home.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Please see page 53 for the full Nondiscrimination statement.

CONFERENCES

The student's teacher will gladly arrange conferences at a time that is convenient for both teacher and parent. Parents who have questions about their child's progress or report card are requested to call the school or contact the teacher via Parent Square for a conference.

At times, the teacher will indicate a desire for a conference on the student's report card, or the teacher may call the parent. A visit to the school may prove to be the best investment of time that a parent can make for the student's welfare.

In most cases, a face-to-face conference is more profitable than a phone conversation. The teacher will have records, and in some cases, test results available, which will help to explain the student's progress to parents.

DRILLS/EMERGENCY CLOSING

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency Drills: Fire/evacuation, Tornado, Secure, Lock Down

Policy CKC(LEGAL) Safety Program/Risk Management

> Mandatory school drills and exercises, including drills required under Education Code 37.114 (emergency evacuations), to prepare district students and employees for responding to an emergency [see CKB]

In the event of an emergency closing of school, announcements will be made on local radio and

television stations and via Parent Square.

DRUG DOGS

At the discretion of the school superintendent, drug dogs may be used on an unannounced basis.

ELECTRONIC DEVICES

Possession and Use of Personal Telecommunications Devices, Including Cell Phones, and Other Electronic Devices

HB 1481 prohibits students from using personal cell phones or other cellular devices during the instructional day, including during all testing and passing periods.

Texting and using electronic devices are major problems and consistently disrupt the educational process. Anytime you need to talk to your child, or your child needs to call you in an emergency there is a phone available in the office.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office. (FNCE Legal and Local; Texas Education Code 37.08)

Students may not have a cellular device on their person in the classroom. A watch that accesses a cell phone is considered an extension of the cell phone and using the watch beyond checking time of day will result in confiscation of the watch.

Confiscated telecommunications devices that are not retrieved by the student's parent will be disposed of after the notice required by law. (See policy FNCE for more information).

If a student refuses to surrender the phone or electronic device to a staff member additional consequences will occur.

As with cell phones, all electronic devices such as, but not limited, to the following are not permitted for student use during instructional and passing period times of the day.

Tablets of any kind

iPods or MP3 layers

Apple watches or equivalent devices

Earphones, earbuds, headphones

Electronic game devices

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. (See Searches in policy FNF for more information).

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Parents will also be asked to supply other information that could be required in case of an emergency. This information should be updated as often as is necessary. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The school district is not responsible for medical expenses associated with a student's injury.

ENTRANCE REQUIREMENTS

Upon initial enrollment in the Andrews Independent School District, the following information must be provided for <u>every</u> student:

1. A birth certificate or its equivalent.
2. Satisfactory evidence of required immunization.
3. Evidence of prior schooling outside the district. These children will be placed at their stated level of achievement, pending observation by classroom teachers, guidance personnel, and the school principal. After these observations have been completed, the principal will determine the final grade placement.
4. Students entering schools of the district from non-accredited schools shall be given a placement test upon entry. This placement test is to assist the individual principal in making the proper academic placement of the student.

A copy of the student's Social Security Card is not required for enrollment. However, the use of the student's Social Security number is very beneficial in avoiding confusion in school records with other students who have similar names throughout the state. It remains the parent's choice as to whether the student's social security number is to be used.

All students must register at the appropriate grade level campus.

It is the responsibility of parents to furnish the school with their correct street and mailing address.

The State of Texas requires that a home-language survey form be placed in the permanent record folder for all students. Parents will need to fill out and sign this form when enrolling their children.

A supply list for each grade will be given when a student is enrolled. All students are requested to have the supplies listed for their grade.

In addition to the above mentioned entrance requirements, the following specific program requirements should be noted:

Age and eligibility requirements for students enrolling in Early Childhood, Pre-Kindergarten, and Kindergarten:

Early Childhood - A child must be three years of age during the current school year, and meet specific eligibility criteria for a handicapped child. Parents may contact the building principal for eligibility criteria.

Pre-Kindergarten - A child must be four years of age on or before September 1st of the current school year, and meet the following eligibility requirements:

1. Unable to speak or comprehend the English language;
2. Meet State poverty guidelines (Prove eligibility for the Federal Free Lunch Program);
3. Have a parent/guardian in the armed forces;
4. Is homeless or;
5. Is, or has been under the conservatorship (foster care) of the Department of Family and Protective Services.

Kindergarten - Students enrolling in the kindergarten program must be five years of age on or before September 1st of the current school year.

Early Childhood students will be assigned to either a morning class or to an afternoon class for the school year. The morning class is from 8:00 a.m. until 11:15 a.m. The afternoon class is from 12:05 p.m. until 3:25 p.m.

FAMILY PROTECTIVE SERVICES

Signs of Child Abuse:
http://www.dfps.state.tx.us/Child_protection/child_safety/recognize_abuse.asp

FIELD TRIPS

Field trips are often arranged by teachers to correlate and reinforce units of study. Signed parent permission slips are required for each event.

GANG-FREE ZONES

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest offense category if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GIFTED AND TALENTED PROGRAM

The Andrews Gifted and Talented Program is a flexible system which assures an array of learning opportunities for gifted/talented students in kindergarten through grade 12. An emphasis is placed on content in the four core academic areas throughout the district. Each campus will provide strategies for students to acquire the knowledge and skills needed in order to develop meaningful products appropriate to their abilities.

The district serves approximately 5% of the total enrollment at each grade level in the Gifted and Talented Program. A student must be nominated for placement by a parent or a teacher. The nomination timeline is listed below.

September – October:	Students in Grade 1 - 5
December:	Students in Kindergarten (G/T services will begin in March.)

If you feel your child might meet the qualifications for placement in this program, please contact your campus principal for additional information.

Andrews ISD invites community and family participation in this valuable program. Parents are encouraged to review all aspects of the Gifted and Talented Program, including student identification processes, instructional projects and curriculum. Further information on the Gifted and Talented Program is available.

GRADING POLICY

A numerical grade is issued on the report card for grades 1-5 in the following subjects: reading, language arts, social studies, math, science, health, physical education, music and art.

Grading Requirements:

1. Student academic achievement will be based on the level of mastery of the TEKS for grade level subject or course.
2. Students in prekindergarten and kindergarten shall receive grades of "Satisfactory" or

"Improvement Needed."

3. A progress report will be sent to parents to allow them to evaluate strengths and weaknesses of their child. Any grade below 70 will be considered as failing.
4. The district shall make such information available to sponsors of extracurricular activities in which the student participates.
5. The district may require any student who fails within this subsection to attend tutorial classes.
6. No grading penalty will be applied because unexcused absences.

Three Week Reporting Requirements:

1. At the end of the first three weeks of a grading period, the district will send a progress report to the parent or guardian of a student whose grade average in any class is lower than 70 or whose grade average, in the opinion of the teacher, places the student in danger of failing.
2. The report stipulates that the student will have the remainder of the six-week period to bring a failing grade up to 70 or above and that the student will be suspended from extracurricular activities if the grade is not brought up to 70 or above by the end of the six-week period.

Six Week Reporting Requirements:

1. At least once every six weeks, the district will give written notice to the parent of the student's grades in each class or subject.
2. In grades 1-5, the notice will provide for the signature of the parent and must be returned to the district.
3. If, in any class or subject, a student receives a grade of less than 70 on a scale of 100, a notice shall be sent to the parent stating the need for a conference between the appropriate teacher and the parent.

   Teachers follow grading guidelines in accordance with Board Policy EIA. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. (See policy EIA)

   Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

HOMEWORK

The Andrews Independent School District endorses homework as a valued extension of learning beyond the classroom and an integral part of the instructional program. To be effective, homework should:

1. be meaningful, purposeful, and directed toward specific learning objectives;
2. build upon concepts and skills previously introduced in the classroom;

3. encompass a variety of activities;
4. encourage independent learning, responsibility, and self-discipline;
5. never be assigned as punishment.

An inordinate amount of homework shall be avoided. The teacher shall establish a due date, and students will be expected to have assignments ready by the date assigned by the teacher. Homework shall be checked and returned to the students.

Short-term assignments should be designed to:

1. reinforce concepts and skills introduced in class;
2. provide non-guided practice for new concepts and skills;
3. allow make-up work because of absence;
4. review material in preparation for tests and other class work; and/or
5. complete work began in class.

Long-term assignments should be designed to:

1. extend in-depth learning beyond the classroom;
2. teach students to organize and schedule independent work over an extended time period;
3. allow students to explore individual interests;
4. allow students time and opportunities to integrate skills and concepts in new and different ways.

A consistent plan for homework assignments will be developed on each campus. An explanation of the plan will be provided to parents and students. The plan may vary from campus to campus. Ensure that your child completes all homework assignments and special projects.

HOURS OF THE SCHOOL DAY

Tardy Bell Rings for Underwood	8:10 a.m.
Tardy Bell Rings for Devonian	8:05 a.m.
Tardy Bell Rings for Clearfork	8:00 a.m.
School Dismissed:	
Pre-K	3:00 p.m.
Kindergarten	3:40 p.m.
Grade 1	3:40 p.m.
Grades 2-3	3:45 p.m.

Grade 4	3:45 p.m.
Grade 5	3:50 p.m.

Early Childhood 3 y.o. Hours:

Morning Classes	8:00-11:15 a.m.
Afternoon Classes	12:15-3:25 p.m.

Teachers are on duty at 7:45 a.m. Students should not arrive before this time unless they are participating in the school breakfast program.

IMMUNIZATION POLICY

Texas Department of Health website: www.tdh.state.tx.us/immunize/school_info.htm

Minimum State Vaccine Requirements for Texas Children:

2 months through 3 months	One dose polio vaccine One dose DTP/DTaP vaccine One dose Hib vaccine
4 months through 5 months	Two doses polio vaccine Two doses DTP/DTaP vaccine Two doses Hib vaccine
6 months through 11 months	Two doses polio vaccine Two doses Hib vaccine Three doses DTP/DTaP vaccine
12 months through 14 months	One dose MMR vaccine received on or after first birthday Two doses Hib vaccine Three doses polio vaccine Three doses DTP/DTaP vaccine One dose of varicella vaccine received on or after first birthday.
15 months through 4 years	One dose MMR vaccine received on or after first birthday One doses Hib vaccine on or after 15 months of age, unless a primary series and booster have been completed Three doses polio vaccine Four doses DTP/DTaP vaccine One dose of varicella vaccine received on or after first birthday.

5 years through 6 years	Three doses polio vaccine including one received on or after the fourth birthday Four doses DTP/DTaP vaccine including one received on or after the fourth birthday (Proof of pertussis vaccination not required for children 5 years of age and older) One dose MMR vaccine received on or after the first birthday and one additional dose of measles vaccine (this dose may be received as part of a second MMR) Three doses hepatitis B vaccine Children born on or after September 2, 1994, must have one dose of varicella vaccine received on or after first birthday
7 years and Older	Three doses polio vaccine including one received on or after the fourth birthday Three doses DTP/DTaP vaccine including one received on or after the fourth birthday and one dose within the last 10 years One dose MMR vaccine received on or after the first birthday Children born on or after September 2, 1991, must have two doses of measles vaccine (this dose may be received as part of a second MMR) Children born on or after September 2, 1992, must have three doses hepatitis B vaccine
12 years and older	Children born between September 1, 1978, and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12th birthday (this dose may be received as part of a second MMR) Children born between September 2, 1988, and September 1, 1992 (inclusive), must show proof of three doses of hepatitis B vaccine within 30 days after their twelfth birthday. Children born between September 2, 1988, and September 1, 1994, (inclusive), must have one dose of varicella vaccine received on or after first birthday within 30 days after their twelfth birthday

Note: MMR (or one dose of each of its components) must have been received on or after the first birthday if the vaccine was administered on or after September 1, 1990. Measles vaccine

received prior to September 1, 1990, may have been administered in the calendar month of the first birthday.

Provisional Enrollment: All immunizations should be completed by the first date of attendance. However, if this is not possible and if permitted by local school district policy, a child may be provisionally enrolled and allowed to attend a childcare facility or school, provided at least one immunization in the series has been received. The remaining required immunizations must be completed as soon as medically possible in order for the child to remain in attendance.

Documentation: Since many types of personal immunization records are in use, any document will be acceptable, provided it has been validated by a physician or public health personnel. 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.

Exclusions: Texas law provides for exclusions from these minimum mandatory requirements for medical or religious reasons. Persons on active duty with the United States armed forces are also exempt from these requirements. Please consult §97.62 for more information.

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. (See FFAD (LEGAL). These diseases include:

Amebiasis
Campylobacteriosis
Chicken Pox
Common cold with fever
Fifth disease
(Erythema Infectiosum)
Gastroenteritis, Viral
Girdiasis
Head Lice
(Pediculosis)Hepatitis,
Viral A

Impetigo
Infectious mononucleosis
Influenza
Measles (Rubeola)
Meningitis, Bacterial
Mumps
Pinkeye (Conjunctivitis)
Ringworm of the scalp
Rubella (German
Measles),
including congenital

Salmonellosis, including
typhoid fever
Scabies
Shigellosis
Streptococcal disease
invasive
Tuberculosis, Pulmonary
Whooping Cough
(Pertussis)

BACTERIAL MENINGITIS – State law requires the District to provide the following information.

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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 a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

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.

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET 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 the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov/, and the Texas Department of Health, http://www.tdh.state.tx.us/.

HEALTH RELATED MATTERS

Physical activity for Students in Elementary Grades
The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council
Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year. (See also policies BDF and EHAA.)

Other Health-Related Matters
The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored activities. (See the Student Code of Conduct and policy GKA.)

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or other employees as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

LEGAL NAMES

School documents, such as permanent records, registration forms, and report cards are legal papers and must have the legal name of the student on them. When the student's name has been legally changed, a copy of the document making it official will be placed in the permanent folder. The name will then be changed on all legal papers.

MEDICINE AT SCHOOL

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

Authorized employees, in accordance with policy FFAC, may administer:

> Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
>
> Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
>
> Nonprescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
>
> Herbal or dietary supplements provided by the parent if required by the student's Individualized Education Program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:

> In accordance with the guidelines developed with the District's medical advisor and when the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school

nurse or principal if the student has been prescribed asthma medication for use during the school day.

Psychotropic Drugs

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

(For further information, see policies at FFAC)

PARTIES AND SOCIALS

Generally, there are three school parties per year. These parties are at Christmas, Valentine's Day and the End of School. Lower grades may also include an Easter egg hunt in their schedule as an optional party. Other "special days" may be designated by the principal. Parents may be asked to assist with some of these parties.

"Surprise" parties are disruptive and do not fit into a school schedule. Parents are asked to help make this understandable to students.

"Individual" birthday party invitations should not be handed out at school unless every member of the class receives one. They should not be distributed to other classrooms.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Superintendent’s office or the IPM Coordinator.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law 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. (See policy EC for more information.)

PROMOTION/RETENTION/PLACEMENT

General Requirements:

1. Student academic achievement shall be determined based on the degree of mastery of the TEKS specified for each grade and/or subject in 19 TAC Chapter 75.
2. Testing procedures shall include assessment of the TEKS.
3. Students must master at least 70 percent of the TEKS in order to receive a minimum passing grade of 70.
4. The numerical grade of 70 shall represent mastery of at least 70 percent of the TEKS.

Elementary (Grades 1-5):

1. To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above.
2. In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas, a grade of 70 or above in English/language arts and in mathematics, and a grade of 70 or above in either science or social studies.
3. Variations in procedures and academic achievement level expectation for awarding grades to handicapped students shall be determined by the ARD committee and included in the student's IEP.
4. Students in grades K-5 who are not promoted shall be retained in the same grade.

SAFETY

The safety of the students is always the foremost concern of the school, including students' safety and care in coming to school and returning home. Parent's help in the training and monitoring of safety rules is greatly appreciated.

The following are suggested rules of safety and courtesy that should be practiced by students and parents:

Bicycle Safety/Rules:

1. Always ride with the traffic.
2. Give proper signals and obey traffic laws.
3. Ride as if people in cars can't see you.
4. Ride single file.
5. Do not ride double.

6. Park and lock bicycles in the designated racks.
7. Bicycles must not be ridden during school hours.
8. Schools cannot be responsible for bicycle theft.

Walking to School:

1. Know the way to and from school. Walk the same way each day.
2. Cross at intersections and always watch traffic.
3. Never accept rides from strangers.
4. Go straight to school and straight home after school.
5. Never walk in yards or climb on fences.

Riding to School:

1. Park so the student does not need to cross the street unless necessary.
2. When it is necessary for children to cross the street, always have them cross at designated crosswalks.
3. Pick up and deliver students to the same place each day.
4. Pick up students at a scheduled time. If there is a delay or change in schedule, let the school office know about it as soon as possible.

SPECIAL PROGRAMS

The district provides special programs for students with disabilities and English language learners. Students or parents with questions about these programs should contact the school principal. The principal can answer questions about eligibility requirements, programs, and services offered in the district or by other organizations.

A counselor/diagnostician, a speech therapist, and a school nurse are available to help all students. If the parent feels that any of these services are needed by their child, they are encouraged to call the school office and ask for assistance.

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Trina Falcon, Director of Special Education.

STUDENT CONDUCT

The conduct of students shall be that which contributes in a positive and constructive way to the improvement and development of the learning environment. Conduct of any student which inhibits the teacher's right to teach and the right of other students to learn is totally unacceptable and will not be tolerated.

While self-discipline does not appear in the curriculum as a subject area, it is one of the most important qualities to be developed by all students. Self-discipline is the training that develops character, orderliness, efficiency, independence, self-respect and the respect for the rights of others. Each student is responsible and accountable for his or her own conduct.

The district has jurisdiction over its students to use in developing patterns of behavior which are acceptable in the educational setting:

1. Students will obey ALL school employees regardless of their position.
2. Students should respect the rights of others and their property.
3. Students should move through the building quietly and in an orderly manner.
4. Each student will follow specific rules established by his classroom teacher.
5. Students will not chew gum at school.
6. Students will not bring toys, personal music devices, electronic games, etc. to school.
7. Cleated shoes are not to be worn at school.

Boys and girls are requested to observe the following while on the school playground:

1. Safety rules, good sportsmanship, and common courtesy will always be observed.
2. Boys and girls are not allowed to play rough games such as tackle football.
3. No food or drinks are allowed on the playground.
4. Students will line up quickly and quietly to re-enter the building when the play period is over.

STUDENT DELIVERIES TO SCHOOL

Students are not allowed to receive special deliveries in the classroom during the course of the school day. The only items that may be brought to school for students to receive will be necessity items delivered by a parent or legal guardian (ex. school supplies, books, medication, lunches, and money for student need). All items delivered to the school for special events, birthdays, holidays, etc. will be delivered to the student at the end of the school day.

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 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 District will respond to reasonable requests for explanation and interpretation of the records.

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

1. Working with the student;
2. 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;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

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 he/she intends to enroll. Parental consent is required to release the records to anyone else.

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 students 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.

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 a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. 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.

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. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. 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 most recent previous school attended.

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 and 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.

SUBSTITUTE TEACHERS

There are times when the regular teacher will be absent. On these days, a substitute teacher is employed so that the child's education can continue uninterrupted. The regular teacher leaves lesson plans, which the substitute is to follow. Children are expected to mind and to respect the substitute teacher and to be courteous.

TELEPHONE

The classroom teacher may give a student permission to make a telephone call from the classroom phone. Parents may call the school office requesting a message be given to their children. Parents who wish to speak to a teacher, may leave a voicemail on the teacher's classroom phone and the call will be returned as soon as the teacher is free.

TEXTBOOKS/LIBRARY BOOKS

All students are issued textbooks for the subject areas where the text is used regularly. Sometimes books are issued to students for projects that take more time than overnight. Some books are issued for homework practice.

Students are responsible for the care and condition of all books issued to them. Parents are asked to help in the use and care of all school books.

Students have the opportunity to read and use a great variety of library books. These books are to be checked out and then returned on or before the end of the check-out date. Students also have the responsibility for the care and return of library books.

TUTORIALS

The Andrews Independent School District's elementary schools will provide tutorial programs on each campus for students who may be having difficulty in the mastery of the required TEKS. Tutorials shall be mandatory for students who are failing any course or subject at the end of any three week or six week grading period.

VAPING

See the AISD Student Code of Conduct for Vaping Policy and Consequences.

VISITORS

All visitors must check in with the school office. Identification must be presented before entering the campus. To minimize interference with the school schedule and classroom instruction, visits to school by parents are to be made in accordance with the following procedures:

1. Except in case of emergencies, parents are expected to arrange appointments for conferences prior to the visit.
2. Parents are not to come to the school during school hours to see students or personnel for personal reasons unless approved by the principal.
3. Plays or special classroom programs are presented at various times during the school year. Parents are cordially invited to attend.
4. Occasionally parents will want to have lunch with the student. These visits do not present a problem, and parents are welcome.
5. No child is allowed to visit school unless accompanied by a parent. Unaccompanied children will be reported to the principal's office.
6. Sometimes an emergency occurs when it is necessary for a parent to request that a child leave the campus within school hours. The parent must come to the school office. Arrangements will then be made for the student to leave. This is for the protection of the child.

WITHDRAWALS

Advance notice of 24 hours is recommended prior to any withdrawal. A copy of a withdrawal form is to be submitted to the classroom teacher for completion, and then signed by the principal

and by the parent. Medical records will be attached to the withdrawal form to be presented to the receiving school.

The school office must have the name of the city to which the student is moving, and if possible, the name of the receiving school. This is necessary in order to forward student records.

DRESS AND GROOMING

The Andrews Independent School District, as all other educational institutions, is charged with the responsibility of maintaining an atmosphere conducive to learning. Meeting this responsibility entails providing not only a secure educational environment but also standards of acceptable behavior and appearance among students.

Experience shows that student success depends in part on how the student perceives himself/herself and how others perceive him/her. In this sense, defined standards of appearance assist the student in constructing a positive self-image and impression upon others.

It is not the intention of these regulations to usurp the prerogatives of parents in determining appropriate dress and grooming for their children in accordance with their age and grade. Of paramount importance in the design of this code was concern for the health and safety of the students and to preserve the educational environment from distractions or disruptions. The principal/assistant principal shall have the authority to appraise any current fashion or fad and determine whether it is appropriate for school wear. The school shall have the right to ask students to change their attire if it is of such a nature that it provokes unfavorable comment, or if it leads school officials to believe such dress and grooming will disrupt, interfere with, or detract from school activities.

It shall be the responsibility of each building principal/assistant principal to ensure that these standards are strictly and consistently enforced without regard to sex, race, color, creed, or national origin.

DRESS CODE FOR STUDENTS

a) The hair shall be clean, well-groomed, and not covering the eyes. The following extremes shall not be allowed: geometric or unusual patterns shaved or cut into hair, mohawks, or faux hawks; unnatural or unusual color variations in hair; ponytail or rat-tail for boys; and longer than collar length for boys and longer than waist length for girls.
b) No type of head covering, hat, cap, or bandanna may be worn inside buildings, except as may be allowed for approved school activities.
c) Footwear shall be a part of regular attire. Flip-flops, bathroom and house-shoe type of footwear are not allowed for the safety of students. All sandals must have a

strap/backing. Boys are not required to wear socks with sandals.

d) Shorts are acceptable in elementary grades through grade five with the exceptions of those made of lycra or spandex, or unhemmed cut-offs. When measured with the student standing, the outer garment shall be no higher than fingertip length.
e) Clothing shall not permit excessive exposure of the body in front, back or side view. Jeans shall not have holes or slits higher than fingertip length when measured with the student standing.
f) If a student is wearing leggings, the shirt length, when measured with the student standing, shall be no higher than fingertip length. Garments shall not be backless, excessively tight, nor permit exposure of cleavage. Appropriate undergarments shall be worn at all times.
g) Top and bottom garments must not separate to expose the student's skin from the front, back or side when performing normal school activities (bending, stretching, reaching, etc.)
h) Skirt length shall be no higher than fingertip length when measured with the student standing, and shall preclude exposure of undergarments or the tops of hosiery when performing normal school activities. Slits in skirts of any length shall reach no higher than fingertip length when measured with the student standing.
i) The neck opening of any type of shirt or blouse must not exceed the equivalent of the second button below the collar button of a dress shirt.
j) Basketball jerseys, underwear type tank tops or spaghetti straps shall not be worn as a single blouse or shirt. Sleeveless tops or blouses must have a strap width of two inches. Garments must not be extremely full or baggy in appearance.
k) All clothing must be size appropriate and worn in the manner for which it is designed. Decorations, ornamentations, or advertisements that are vulgar, indecent, suggestive or gang-related shall not be worn. Anything which promotes the use of drugs, alcohol, or tobacco is not acceptable.
l) Sunglasses shall not be worn inside school buildings except as may be allowed for approved school activities.
m) Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable. Boys may not be permitted to wear earrings or studs. This includes clear inserts in pierced areas. No other visible piercing or ornamentation of any skin or body part shall be allowed.
n) All students must keep tattoos covered at all times, including extracurricular activities and sporting events.
o) No tooth jewelry or embellishments.

Students who violate the dress and grooming standards of the district shall be subject to appropriate disciplinary action.

With the approval of the campus principal, the sponsor, coach, or other person in charge of an extracurricular activity may regulate the dress and grooming of students who participate in that activity.

Exceptions from these rules may be made only by the superintendent or principal, upon certification from a medical doctor, and if deemed necessary by school officials, certifying that the student has a physical deformity, abnormality, or handicapping condition and that compliance with the rules will be detrimental to the physical or emotional health of the student.

AHERA

Management Plan for Asbestos Containing Materials Consultant's Project No. 1108

Andrews Independent School District maintains an Asbestos Management Plan to assure the safety of its students, teachers, employees and other occupants of the school district's buildings. In order to comply with 40 CFR Part 763, Asbestos Containing Materials in Schools, published by the Environmental Protection Agency; the Management Plan includes location of asbestos containing building materials and measures for control of asbestos containing building materials. The plan is available for the public view at the Andrews Independent School District Administration Office, Andrews, Texas

This is to be published 1 time annually in the local Newspaper or in the Student Hand Book as required by AHERA.

APPENDIX

DISTRICT GOALS

Andrews Independent School District

ANDREWS ISD:

1. All stakeholders will actively support the district's goals in facilitating our quest for increased academic excellence.

2. AISD will continuously improve educational programs, methods, services and communication through comprehensive planning.

3. AISD will employ various methods and materials to meet the learning abilities of all students so that all students may become lifelong learners.

4. Instructional technology will be implemented to increase the effectiveness of student learning, instructional management, professional development, and instructional leadership.

5. AISD will increase each student's awareness of community service, citizenship and positive mental health.

6. AISD will support district and campus efforts to ensure that student, faculty and staff morale is high in order to provide exceptional learning environments and educational opportunities for each student.

Superintendent of Schools
Board of Trustees

ANDREWS INDEPENDENT SCHOOL DISTRICT

Andrews, Texas

RIGHTS OF PARENTS AND STUDENTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. #1232g

The Andrews Independent School District maintains general education records required by law. The District makes available to parents information concerning their child enrolled in school unless the District is notified that the parent does not have that authority under state law. When the student reaches 18 years of age and is no longer dependent, all rights of the parent are transferred to the student. The parents' right to access and copies of student records under this policy does not extend to some types of material used in educating the student that is not included in the coverage of the Family Educational Right and Privacy Act of 1974. Some common examples include test protocols and teachers' personal notes on the student that are not shared with other personnel except a substitute teacher.

Parents, the student, and officials of the District with legitimate educational interests are the only persons with general access to the records. "School officials" means any employees, agents, or trustees of the District, cooperatives or contractual placement facilities. "School officials" have a "legitimate educational interest" in a student's records when they are working with the student considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan; compiling statistical data; or investigating or evaluating programs. The District also forwards education records on request to a school in which a student seeks or intends to enroll without the parent's permission.

Principals are custodians of all academic records of students currently enrolled at their assigned school. The Superintendent is the custodian of all records of students' grades K-8, who have withdrawn. The High school Principal is custodian of all records of students' grades 9-12, who have withdrawn or graduated. The Director of Special Services is responsible for records of all students enrolled or dismissed from special education.

Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Names, addresses and telephone numbers of record custodians are as follows:

Andrews Independent School District Superintendent:

Dr. Bobby Azam
Administration Building
405 N. W. 3rd Street
Andrews, Tx 79714
523-3640, ext. 1720

Andrews Independent School District, Deputy Superintendent:

Kevin Vaughan
Administration Building
405 N. W. 3rd St.
Andrews,Tx 79714
523-3640, ext. 1773

Andrews Independent School District, Assistant Superintendent of Secondary Education:

Suzanne Mata
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1756

Andrews Independent School District, Assistant Superintendent of Elementary Education:

Belma Avena
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1775

Andrews Independent School District, Assistant Superintendent of Student Services:

Dr. John Carranco
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1752

Andrews Independent School District Principals:

Benjamin Huddleston
Andrews High School
1400 N. W. Ave. K
Andrews, Tx 79714
523-3640, ext. 2122

Dr. Lisa Marroquin
Clearfork Elementary
300 N. E. Ave. K
Andrews, Tx 79714
523-3640, ext. 4322

Dr. Carlton Johnson
AEC/DAEP School
405 NW 3rd. St
Andrews, Tx 79714
523-3640, ext

David Lowder
Andrews Middle School
600 N. W. 3rd St.
Andrews, Tx 79714
523-3640, ext.3422

Arturo Roman
Devonian Elementary
1000 N.W. Ave. K
Andrews, Tx 79714
523-3640, ext. 5522

Dr. Susan Netopski
Underwood Elementary
308 S. W. 5th St.
Andrews, Tx 79714
523-3640, ext. 6622

Certain other officials from various governmental agencies may have limited access to the records.

A record of disclosure of personally identifiable information is maintained and available for the parent's inspection. Some items of information are directory in nature and may be released to anyone without consent, unless the parent objects to its release in writing within ten school days after the issuance of this notice. Objections to the release of any or all directory information should be directed to the custodian within thirty school days of receipt of this notice. The following is directory information: 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, most previous school attended, and other similar information. Objections to the release of any or all directory information should be directed to the custodian.

If a parent believes that the student records should be corrected, the parent may request amendment of the records. If the District refuses to amend the records, the parent has the right to a hearing and to place in the student's record a statement commenting on the information.

The parent has the right to file a complaint if they feel that the District is not in compliance with the law regarding student's records.

Copies of records are available at no cost to parents but copies of records may be denied after their children reach the age of 18 and are no longer dependent, when their children are attending an institution of post-secondary education, or if they fail to follow proper procedure.

Please contact the Superintendent if you have questions regarding the notice. Copies of the District's student records policy may be obtained at the Superintendent's office.

Andrews Independent School District

ANDREWS INDEPENDENT SCHOOL DISTRICT
Andrews, Texas

DERECHOS DE PADRES Y ESTUDIANTES DECRETO DE DERECHOS
DE EDUCATION Y DE SECRETO DE LA FAMILIA; 20, U.S.C. #1232g

El Distrito Escolar Independiente de Andrews mantiene archivos de la educación general como requiere la ley, El distrito pone a la disposición de los padres la información sobre el hijo que está matriculado en la escuela, a menos que notifique al distrito,cumpla 18 años de edad y ya no está dependiente, todos los derechos de los padres están transferidos al estudiante. El derecho de los padres de tener acceso y copias de archivos estudiantiles según esta política no extiende a unos tipos de materiales usados en educar al estudiante que no están incluidos en el alcance del Decreto del 1974 de derechos de educación y de secreto de la familia. Unos ejemplos comunes incluyen protocolos de exámenes y notas personales de maestro sobre el estudiante que no enseña a otro personal además de un maestro suplente.

Los padres, el estudiante, y oficiales del distrito con intereses educacionales legítimos son los únicos que tengan acceso general a los archivos. "Oficiales escolares" indica cuales quieres empleados agentes, o regentes del Distrito, cooperativas, o facilidades cooperativas, o facilidades para colocación contractual, "Oficiales escolares" tienen "interés educacional legítimo" en los archivos del estudiante cuando están trabajando con el estudiante, considerando acción disciplinaria o académica, el caso del estudiante, o el programa de la educación individualizado por un estudiante desaventajado; compilando datos estadísticos o investigando o evaluando programas. El distrito también envía los archivos educacionales a solicitud por una escuela en que un estudiante pide o se propone matricular sin el permiso de los padres.

Los directores son custodios de todos los archivos académicos de estudiantes matriculados en su escuela asignada. El Superintendente es custodio de todos los archivos de estudiantes en los grados K-8, que se han salido de la escuela. El Director de la Escuela Secundaria es el custodio de todos los archivos de estudiantes en los grados 9-12, que se han salido o graduado. El director de Servicios Especiales es responsable de los archivos de todos los estudiantes matriculados o despedidos del programa de la educación especial.

Se pueden ver los archivos durante las horas regulares de escuela. El custodio de los archivos o su designado responderá a peticiones razonables para explicación e interpretación de los archivos. Nombres, direcciones, y números de teléfono de los custodios de archivos son la siguiente:

Distrito Escolar Independiente de Andrews, Superintendente:

Dr. Bobby Azam
Administration Building
405 N. W. 3rd Street
Tel. 523-3640, ext. 1720
Andrews, Tx 79714

Distrito Escolar Independiente de Andrews, Superintendente Adjunto:

Kevin Vaughan
Administration Building
405 N. W. 3rd St.
Andrews,Tx 79714
523-3640, ext. 1773
Andrews, Tx 79714

Andrews Distrito Escolar Independiente, Superintendente Adjunto de Educación Secundaria:

Suzanne Mata
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1756

Distrito Escolar Independiente de Andrews, Superintendente Adjunto de Educación Primaria:

Belma Avena
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1775

Distrito Escolar Independiente de Andrews, Superintendente Adjunto de Servicios Estudiantiles:

Dr. John Carranco
Administration Building
405 N.W. 3rd St.
Andrews, Tx 79714
523-3640, ext. 1752

Directores del Distrito Escolar Independiente de Andrews:

Benjamin Huddleston
Andrews High School
1400 N. W. Ave. K
Andrews, Tx 79714
523-3640, ext. 2122

David Lowder
Andrews Middle School
600 N. W. 3rd St.
Andrews, Tx 79714
523-3640, ext.3422

Dr. Carlton Johnson
AEC/DAEP School
405 NW 3rd. St
Andrews, Tx 79714
523-3640, ext

Dr. Lisa Marroquin
Clearfork Elementary
300 N. E. Ave. K
Andrews, Tx 79714
523-3640, ext. 4322

Arturo Roman
Devonian Elementary
1000 N.W. Ave. K
Andrews, Tx 79714
523-3640, ext. 5522

Dr. Susan Netopski
Underwood Elementary
308 S. W. 5th St.
Andrews, Tx 79714
523-3640, ext. 6622

Ciertos otros oficiales de varias agencias gubernamentales pueden tener acceso limitado a los archivos.

Se mantiene un registro de la revelación de información que puede ser identificada personalmente, y está a la disposición de los padres para su inspección. Ciertos detalles de información pueden ser divulgados, sin consentimiento, a menos que el padre haga objeciones por escrito a su divulgación dentro de diez días de escuela después del recibo de esta noticia. Lo siguiente es información de esta clase: el nombre del estudiante, su dirección, su número de teléfono, la fecha y el lugar de su nacimiento, su participación en actividades y deportes reconocidos oficialmente, el peso y el talle de asistencia, premios recibidos en la escuela, la escuela que asista lo más recientemente, y otra información semejante. Objeciones a la divulgación de cualquier detalle de esta clase de información deben de ser dirigidas al custodio.

Si un padre cree que los archivos del estudiante deben de estar corregidos, el padre puede pedir corrección de los archivos. Si el Distrito se niega corregir los archivos, el padre tiene el derecho de una vista y de poner en los archivos del estudiante un comentario sobre la información.

El padre tiene el derecho de formular una queja si siente que el Distrito no está de acuerdo con la ley relativa a los archivos de estudiantes.

Los padres pueden pedir una copia de los archivos sin costo, pero se puede negar una copia después de que los hijos cumplan 18 años y no están asistiendo una institución de la educación post-secundaria, o si dejan de seguir procedimientos propios.

Favor de ponerse en contacto con el Superintendente si tiene preguntas sobre esta noticia. Se puede obtener copias de las políticas del Distrito sobre archivos estudiantiles en la oficina del Superintendente.

Andrews Independent School District
405 N. W. 3rd Street
Andrews, Texas 79714
Telephone (432) 523-3640

NOTIFICATION OF RIGHTS TO PARENTS TO SPECIAL EDUCATION PROGRAMS

Dear Parents:

Our District has a duty to provide, and does provide, appropriate special educational and related services to eligible children free of cost. Those services will be provided in the educational setting which causes the least possible deviation from the program your child is currently in and which allows your child to be with children his/her own age to the maximum extent possible. You have the right under federal law to see that basic policies to protect your rights are followed. The District will provide you with prior written notice each time it proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child. Parental consent will be obtained before the District conducts an evaluation for the purpose of initial placement in a program providing special education or related services.

You have the right to access your child's educational records and any information on which we reply to make educational decisions about your child. If you ask to see records, we will explain the types and locations of records kept on your child. You have a right to make copies at cost. If you have any question about any items in the records, we will provide an explanation. If you wish to ask that information in the records be changed, please make your request in writing.

You have a right to be involved in the planning of the actual special education programs for your child and the annual review of progress under that program. You will be notified when those meetings will occur.

Should you feel that our evaluation of your child is not based on appropriate information, you may request the school district to seek additional information. An independent evaluation may be conducted at the expense of the parent or guardian and a request be made that the new information be considered along with our information.

Dr. John Carranco
Assistant Superintendent of Student Services

Andrews Independent School District
405 N. W. 3rd
Andrews, Texas 79714
Telephone (432) 523-3640

NOTIFICACIÓN A PADRES DE LOS DERECHOS A LOS PROGRAMAS DE LA EDUCACIÓN ESPECIAL

Estimados Padres:

Nuestro distrito tiene el deber de proveer, y sí provee, los servicios apropiados de la educación especial gratis a los alumnos elegibles. Se proveen esos servicios en el marco educacional que causa menos desviación del programa en que ya está su niño, y que permite a su niño que esté con niños de su edad al máximo posible. Usted tiene el derecho bajo la ley federal de asegurar que se sigan las políticas básicas y proteger sus derechos. El distrito le proveerá aviso escrito anterior cada vez que propone o rehúsa entablar o cambiar la identificación, valoración, o colocación educacional de su hijo/hija. Se obtendrá el consentimiento paterno antes de un análisis de colocación anterior o de la colocación inicial de su hijo/hija en un programa que provee la educación especial o los servicios relacionados.

Tiene el derecho de acceso a los archivos educacionales de su niño y a cualquiera información en que confiamos para hacer decisiones educacionales sobre su niño. Si pide ver archivos, explicaremos las clases y colocaciones de archivos escritos sobre su niño. Tiene el derecho de hacer copias a costa. Si tiene pregunta sobre cualquier detalle de los archivos, proveeremos una explicación. Si usted desea pedir que cambien información de los archivos, favor de hacer una petición escrita.

Tiene el derecho de envolverse en planear los programas de la educación especial de su niño, y en el repaso anual del progreso, bajo ese programa. Notificarán a usted cuando ocurrirán esas reuniones.

Si acaso siente que nuestra evaluación no se está fundado en información no se está fundado en información apropiada, puede pedir que el distrito escolar busque más información. Se puede conducir una evaluación independiente a la costa del padre o del guardián y hacer petición que consideren la información nueva junto con nuestra información.

ANDREWS I S D

Parent Notification
Compliance with P.L. 107-110, Section 1111(h)(6)(A)

To: All Parents
From: Andrews I S D
Subject: Notification to Parents of Teacher Qualifications

As a parent of a student enrolled in Andrews I S D, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Personnel Office at (432) 523-3640.

ANDREWS I S D

Notificación a los Padres
Cumplimiento de la Ley Pública 107-110, Sección 1111(h)(6)(A)

A: **Todos los padres de familia**
De: **Andrews I S D**
Materia: **Notificación a los padres de familia sobre calificaciones de maestros**

Como padre de un alumno en Andrews I S D, Ud. tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo, y la ley federal requiere que el distrito escolar le facilite esta información oportunamente si Ud. la pide. Específicamente, Ud. tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- **Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña.**
- **Si el maestro está enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales.**
- **El campo de especialidad del bachillerato del maestro, si el maestro tiene algún título de posgrado, y en tal caso, el campo de materia de dicho título o certificación.**
- **Si para-profesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.**

Si Ud. quiere recibir esta información, por favor de ponerse en contacto con la Oficina de Personal al (432) 523-3640.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the

number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

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

Dr. John Carranco,

Assistant Superintendent of Student Services

Andrews ISD

432-523-3640 ext. 1754

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Annie McKee

504 Coordinator

Andrews ISD

432-523-3649 ext. 1767

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el período de evaluación, dicho período se extenderá la misma cantidad de

días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Dr. John Carranco,

Assitant Superintendent of Student Services

Andrews ISD

432-523-3640 ext. 1754

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Annie McKee

504 Coordinator

Andrews ISD

432-523-3649 ext. 1767

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- Marco legal del proceso de educación especial centrado en el niño
- Red de colaboradores y recursos
- Centro de Información de Educación Especial
- Texas Project First

Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442;
or
3. Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Andrews ISD Personal Communication Device Guidelines

House Bill 1481 (revision of Texas Education Code 37.082), recently passed by the 89th Texas Legislature and signed into law by the Governor, requires all public school districts in Texas to adopt a policy **prohibiting the student use of personal communication devices during school hours**. In alignment with this law, Andrews ISD has established expectations and procedures to ensure a focused and distraction-free learning environment for all students.

HB 1481 mandates that students are not permitted to have personal communication devices in use while on campus during the instructional day unless stored in an approved storage device.

- Personal communication devices include but are not limited to: cell phones, smartwatches, Bluetooth headphones, tablets, gaming devices, and personal laptops.
- The campus instructional day begins at 7:30am and ends at 4:15pm of each day, including during passing periods and on-campus lunch.
- These devices may not be used in any classroom, hallway, the cafeteria, restroom, or locker room, gym, etc. during the instructional day.
- The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

During school hours, personal communication devices must be:

- **for AISD K-12 students:** Students shall not use a personal communication device while on school property during the school day.
    - if a parent decides to send a communication device with his/her child, the parent may send a communication device to school in the student's backpack under the following conditions (backpack is considered the approved storage device).
        - the device must be turned off and placed inside backpack prior to entering campus property;
        - the device must remain inside the student's backpack, out of sight during the entire instructional day; including during on-campus lunch and passing periods.
        - the device must remain off and placed inside backpack until the student has exited the campus property entirely.
            - If any communication device becomes noticed or visible, makes noise, or is accessed by the student in any way, it will be treated as a violation.

- If the device causes a disruption, even unintentionally, it will be treated as a violation.
- Students found physically accessing the device, either in the open or by attempting to access the phone within a backpack, are in violation of the policy.

Emergency Contact Procedures

Parents/guardians who need to contact their child during the school day must call the campus front office. Staff will ensure the message is delivered in a timely manner. Because AISD provides secondary students with school issued laptops, a parent may e-mail his/her student and vice-versa in order to contact his/her child.

School Liability when a Device is in the School's Possession

Note: If a personal communication device is in the possession of the school, the school will take appropriate efforts to keep the device appropriately stored and free from damage. However, parents should note the school specifically disclaims any liability for devices that are damaged or lost while in the school's possession. Parents will not be compensated for devices that have been in the school's possession in the event those devices are lost or damaged while in possession of the school.

Frequently Asked Questions

- Can my child have their phone before and after school?
  - Devices are not allowed 7:30am-4:15pm each day. Devices are allowed at after-school activities.
- Can my child have his/her phone outside the building during passing periods if he/she has to walk outside to another building?
  - Communication devices must remain off and inside the student's backpack during all passing periods.
- Can my child have their phone during extracurricular activities off campus?
  - If students are off campus for extracurricular activities, they will be allowed to use their device.
- Can my child have their phone on the bus?
  - If students are on a school bus, they will be allowed to use their device.
- What if I need to contact my child for a non-emergency?
  - You may contact the front office of the campus your child attends. Any message that needs to be relayed during the school day will be sent to your student in a timely manner. Secondary students can also e-mail their parents and vice-versa.
- What if my child needs to contact me during the school day?
  - Teacher discretion will be used to allow students to go to the front office to make any phone calls needed during the day. E-mail is also a viable option.
- What happens if my student forgets their device is in his/her pocket or outside the backpack?
  - The device may go unnoticed; however, if it becomes noticed or visible, makes noise, or is accessed by the student in any way, it will be treated as a violation. If the device causes a disruption, even unintentionally, it will be treated as a violation.
- What if my child has a medical reason for needing a phone during school hours?
  - Any student needing a communication device during school hours for medical reasons will need to have this documented in their 504 plan or IEP.
- What can parents do to prepare for this change?
  - Speak to your child about this new policy.
  - Encourage appropriate cell phone use.
  - Promote the importance of student focus on instruction.
- Why is there a change in this policy?
  - The 89th Texas Legislative session resulted in the passage of House Bill 1481. This House Bill states, "schools shall adopt, implement, and ensure the district or school complies with a written policy prohibiting a student from using a personal communication device while on school property during the school day. The policy must establish disciplinary measures to be imposed for violation of the prohibition and may provide for confiscation of the personal communication device."

TEA Guidance Related to Overall Scope of Policy

Notes: The statute requires that the District policy, at a minimum, (a) state that student use of personal communication devices is prohibited on school property during the school day, and (b) establish disciplinary measures to be imposed for violation of the prohibition.

In the event a student violates this law, discipline procedures will be as follows:

Clearfork Elementary:
1st offense: 1 Day ISS
2nd offense: 2 Days ISS
3rd offense: 3 Days ISS

Devonian Elementary:
1st offense: 1 Day ISS
2nd offense: 3 Days ISS
3rd offense: 5 Days ISS

Underwood Elementary:
1st offense: 3 Day ISS
2nd offense: 5 Days ISS
3rd offense: 10 Days ISS

All Secondary Campuses:
1st offense: 3 Days ISS
2nd offense: 10 Days ISS
3rd offense: 5 Days DAEP
Beyond 3 offenses: Every occurrence will result in 5-day increments added.
For example-
4th offense: 10 Days DAEP
5th offense: 15 Days DAEP

On all campuses and all offenses, the devices will be confiscated, and stored in the campus office. Parents or guardians may retrieve the device after 4:30 pm on school days. Devices will only be returned to the parent or guardian.

- If the device causes a disruption, even unintentionally, it will be treated as a violation.
- Students found physically accessing the device, either in the open or by attempting to access the phone within a backpack, are in violation of the policy.

Emergency Contact Procedures

Parents/guardians who need to contact their child during the school day must call the campus front office. Staff will ensure the message is delivered in a timely manner. Because AISD provides secondary students with school issued laptops, a parent may e-mail his/her student and vice-versa in order to contact his/her child.

School Liability when a Device is in the School's Possession

Note: If a personal communication device is in the possession of the school, the school will take appropriate efforts to keep the device appropriately stored and free from damage. However, parents should note the school specifically disclaims any liability for devices that are damaged or lost while in the school's possession. Parents will not be compensated for devices that have been in the school's possession in the event those devices are lost or damaged while in possession of the school.