

## **STUDENT SERVICES**

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### **4. Other signals:**

If the leader of the line stops and holds up one hand, everyone stops and stands at attention. If the leader holds up both hands, the exit is blocked. Everyone in the line turns, and the last student becomes the leader to find a second exit.

There should be no talking except for official announcements during a complete drill.

### **C. Guidance Services**

Guidance services will be available to all students. The principal, counselor, and teachers are ready to give personal and educational guidance whenever it is needed. The services provided by the counselors include but are not limited to information giving, individual and group counseling, standardized test result interpretation, parent consultations, and guidance lessons. Parents are encouraged to call the counselor for information or assistance on any matter concerning a student.

### **D. Lost and Found**

All articles of clothing usually removed during the school day (raincoats and caps, jackets, sweaters, etc.), as well as backpacks, should be labeled with the first and last names of the students. No attempt will be made to find the owner of unmarked garments. Parents are urged to identify other personal items such as lunch kits, etc.

All items for the "lost and found" should be turned in to the principal's office. Unclaimed articles of clothing will be given to a charitable organization before the beginning of the next school year.

### **E. Nurse**

All students must meet state health requirements before attending classes. The school district employs a school nurse on a full-time basis. The school nurse will be in the school regularly and will be on call at all times in case of an emergency. Students wishing to see the school nurse should first receive permission from their teacher and then come to the clinic.

Vision and hearing screening is conducted yearly on all four-year-olds, students in kindergarten, first, third, and fifth grades, and those new to Texas schools. Vision or hearing screening will be done on any student at any grade level who may be suspected of vision or hearing loss by the classroom teacher or the parent. All fifth-grade students shall be screened for abnormal spinal curvature. Referral for further examination may be made by the nurse to the parent. Special seating arrangements in the classroom shall be made for students with vision or hearing defects on recommendation by the school nurse. Such defects should be reported to the nurse by the parent or student.

Acanthosis Nigricans (AN) screening will be done on all 3rd, 5th, and 7th graders per state law. AN is a black-brown thickening of the skin in a line that usually appears on the back of the neck. It can be caused by too much insulin in the blood. It may indicate a pre-diabetic condition and a risk factor for Type 2 diabetes. Students identified as having AN will have their height and weight recorded and BMI calculated and blood pressure checked twice. Parents will be notified by the school nurse if AN is found in their child.

KISD nurses are employed to give immediate attention to school-related injuries and sudden illnesses that occur or are noticed during school hours. Nurses are not permitted to make a medical diagnosis on injuries or illnesses. Therefore, when

medical questions arise, parents are always encouraged to contact their personal physicians.

Each school in the Klein ISD has at least one automated external defibrillator (AED) located in an alarmed cabinet in a central location in the building. This location allows access to all parts of the building within 5 minutes. The purpose of the AED is to allow trained rescuers to provide care in case of sudden cardiac arrest. All AEDs are equipped with both adult and child pads.

Rules for administering medication and disease control measures will be found in the Regulations sections, pages 30 and 24–26, respectively.

### **F. Pest Control**

The school periodically applies pesticides indoors, and information on the application of pesticides is available from the District IPM Coordinator at the maintenance department.

### **G. Textbooks/Library Books**

1. Most textbooks are issued by the state of Texas at no cost to the student. They are the property of the state and should be kept according to the state laws. It is the duty of the student to protect each book, keep it covered, clean, and in good condition at all times.
2. Library books are issued by the district at no cost to the student. They are the property of the district, and it is the responsibility of each student to protect each book and to keep it clean and in good condition at all times.
3. Periodic textbook checks and audits will be made to see if all books are covered and are being properly cared for.

Any damage to a book must be paid for according to the following scale:

- For excessive writing in books: one-quarter of the price
  - For artistic drawing in books: one-half of the price
  - For any missing pages: full price
  - For losing or tearing off the cover: full price
  - For water damage: full price
4. Students must pay full contract or replacement prices for all textbooks lost, regardless of how long the books have been in use.
  5. If a library book or textbook is paid for and later found, a refund will be made within one year of the payment. No textbooks will be reissued to a student who has misplaced a textbook until the student pays for the textbook in question.
  6. Students who do not return all books will not be given report cards, and no records will be released or transferred.

### **H. Transportation**

The Klein ISD Board of Trustees has adopted the following rules of conduct for pupils while being transported by buses owned, operated, or controlled by the school district. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for corrective action, and all principals are directed to enforce these safety rules by the appropriate action, which