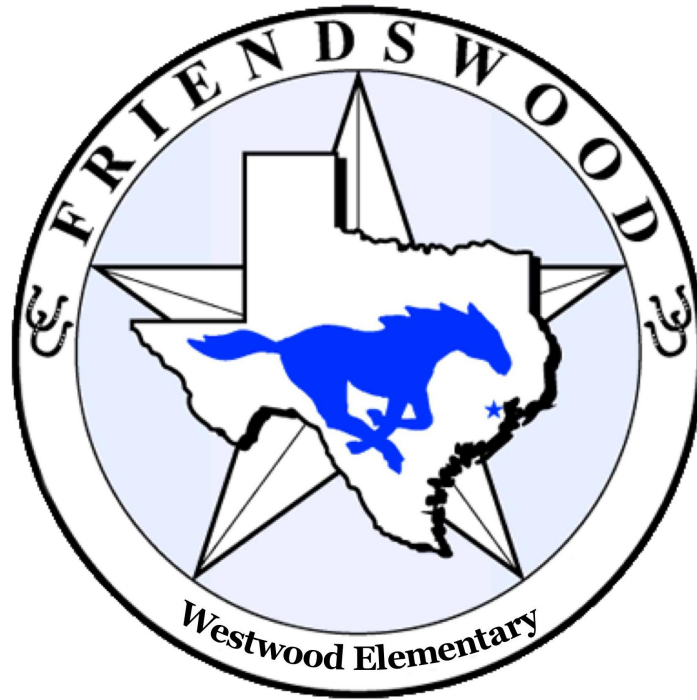


STUDENT/PARENT HANDBOOK 2016- 2017



Westwood Elementary **Friendswood Independent School District**

Westwood
506 W. Edgewood Dr.
Ph: 281-482-3341
Fax: 281-996-2542

WELCOME

Dear Parents:

The information contained in the pages that follow is the basic policies and procedures that all students will need to adhere to this school year at Westwood Elementary. The Westwood Student Handbook includes important information, which must be provided to parents each year their child attends public school in the State of Texas. Please visit our website at www.myfisd.com/ww/. We advise you to take time to read the material carefully and review with your child the sections relevant to his or her success at Westwood.

These people are here to help you:

Principal	Ms. Kristin Moffitt
Assistant Principal	Mr. Lee Whitlock
Counselor	Ms. Heather Elmore
School Secretary	Ms. Libby Beltz
Nurse	Ms. Laura Migl
Registrar	
Cafeteria Manager	Ms. Danna Wulchak

SCHOOL TIMES AND BUILDING ACCESS

Our school hours are 8:00am until 3:00pm. The tardy bell rings at 8:03am each day. Office hours are from 7:30am until 3:30pm each day. Please visit our website at www.myfisd.com/ww for current information.

ATTENDANCE, TRUANCY, AND TARDY POLICIES

Official attendance is taken each day. Official attendance figures affect state funding for our school. Please schedule medical appointments (when possible) so that your student is in school. **Students must bring a note after each absence. A note from the parent or guardian must be presented to the attendance office within three days of the student's return to school.** Absences in excess of 3 consecutive days require a doctor's excuse. Please be aware that state law requires students to be in attendance 90% of the school year to be promoted. Students absent from school more than 18 days will have to apply for credit from the School Attendance Committee. Please see attendance information in the Code of Conduct for additional legal requirements.

Part of Day Attendance Procedures

These procedures refer to absences that constitute parts of the day. Part of the day on FISD Elementary and Intermediate campuses will be defined as arriving at school anytime after the first 20 minutes of the beginning of the school day and/or leaving anytime before the last 20 minutes of the end of the school day.

A student may not be eligible to receive a perfect attendance award if the student has any unexcused part of day absences.

FISD Perfect Attendance awards will be based on students being in attendance at school; however, the Texas Education Code Section 25.087(b) has allowed for certain excused absences to count in perfect attendance. These absences are (1) observing religious holy days; (2) attending a required court appearance; (3) appearing at a governmental office to complete paperwork in connection with the student's application for U.S. citizenship, or taking part in a naturalization oath ceremony; and (4) a temporary absence resulting from health care professionals if that student commences classes or returns

to the school the same day of the appointment. Notes must be presented to verify the excused absences above.

Part of day absences are to be documented by a note containing the reason for the absence, time of day arriving or leaving, and the date of the absence. Parents are expected to bring a note when they bring a student late or pick him/her up early. If a note is not presented, a form requiring a documented reason for absence will be required at the campus. If an unaccompanied student arrives without a note, a note must be presented within 3 days or it will not be accepted as excused unless allowed by the principal.

Signing a student out for lunch is discouraged and will be marked as an unexcused, part of day absence.

Excused Absences

Absences documented as excused include:

- Personal Illness – Parent note detailing illness or situation related to illness.
- Medical Appointment – Note from the doctor, dentist, orthodontist, or other registered health care professional for part of the day missed.
- School Business – School business approved by principal or assistant principal.
- Other absences excused by the principal.
- Excused absences per Board Policy FEA Legal and FEA local or the student handbook.

Excused absences will not count toward truancy for part of day attendance. However, they may be considered if the child has excessive absences in relation to the requirement for 90% attendance for a semester.

Unexcused Absences

Absences documented as unexcused include:

- Personal Business – Absences resulting from personal business for student or family members including but not limited to vacations, trips, extra-curricular activities, personal lessons.
- Undocumented Absences – Absences that are not documented with a parent note.

All unexcused absences will be considered for truancy and for excessive absences in relation to the requirement for 90% attendance for a semester.

Truancy Policy

Only those absences that are unexcused as designated above will count toward the process described below. Those absences that are excused will not be considered for truancy:

- When a student accumulates 3 or more days of unexcused absences in a 4 week period, the parent will be contacted.
- If notes are not sent within two days of the contact to eliminate the “unexcused” issue, a letter of notification will be sent.
- If student’s unexcused absences continue to accumulate to 6 or more within a 6 month period, an “unexcused absences: second warning” letter will be sent.
- A meeting will be held to develop a “truancy prevention plan”.
- If the truancy prevention plan has been followed but unexcused absences continue to mount, the school may file a complaint with the truancy court.

Tardy Policy

Friendswood ISD regards punctuality as essential to the successful operation of a learning program. Excused tardies may be for personal illness, physician, or dental appointment, or hazardous road or

weather conditions. Persistent tardiness to school causes distractions and interruptions to the learning process, which are detrimental to the student involved and to his/her classmates. Disciplinary action (lunch detention/after school detention) will be incurred on the fourth (4th) unexcused tardy and every unexcused tardy thereafter until the end of each nine week period.

ANIMALS

For the safety of all our students, no pets or animals of any kind will be allowed at school (this includes show and tell). Science curriculum requiring animals will be allowed with coordination and prior approval of teachers and administrators only.

BACKPACKS

Due to the lack of storage space, backpacks must be a standard size. Duffel bags, suitcases, or athletic gym bags should be left at home. Due to tripping hazards, rolling backpacks are discouraged.

BICYCLES

Student bike riders, K-2, must be accompanied by an adult. A bicycle rack is located on campus by the gym. Students must lock and secure their bikes at all times. For safety reasons, wearing a helmet is recommended, and bikes **must** be walked on campus. Students are not permitted to cut through the parking lot. **Skateboards are not allowed on campus during the school day.**

BUS TRANSPORTATION

Bus rules have been formulated to provide the safest and most efficient transportation of students to and from school and/or related activities. A student must ride only his or her assigned bus. Bus regulations are found in the Student Code of Conduct. For additional information contact the FUSD Transportation Department. Bussing is strongly encouraged for students.

CAFETERIA

Breakfast

Breakfast is served daily at the Westwood Cafeteria for all Westwood students from 7:30 - 7:50 a.m.

Lunch

A monthly menu will be provided by food service. Our school participates in the federal Child Nutrition Programs which provide free and reduced price lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If your family would like more information about the program or if you have questions concerning your child's lunch, please contact the Director of Food Services. Parents may create an on-line account with the food service program by accessing the parent link under food service.

When writing a check for your child's lunch account, include your child's name and your child's teacher's name on the check.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, technology devices and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage or replace the item.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic devices must be turned off and in student backpacks during school hours, including those times before and after school while students are in the building. Cell phones of students who violate this policy will be confiscated and returned to parent only. Use of electronic devices in the

building is at the discretion of the teacher and may only be used for educational purposes. Students are not allowed to access the school wireless network with their personal electronic devices. Students who use electronic devices for other purposes or without permission will be disciplined according to the Student Code of Conduct. Please refer to the District Electronic Device Policy and the Responsible Use Policy located in the Student Code of Conduct.

CLASSROOM OBSERVATIONS

If you desire to observe your child at any other time during the day, please schedule with an administrator. Observations may not exceed 30 minutes. Our goal is to honor classroom instructional time and monitor student safety. Administrators may accompany visitors to the classroom. Conferences are required to be scheduled in advance, and we expect parents to be professional in their dealings with school personnel. In accordance with Texas Privacy laws, video recording or photography are not allowed during school visitations.

CLINIC PROCEDURES

Legal factors limit employees in the administration of medication. All medications that need to be given during school hours must be brought to the clinic in the original container and be FDA approved. Narcotic analgesics will NOT be administered at school because of the addictive nature and the potential to induce sleep or stupor. Eye drops of any kind must be administered in the nurse's office. A signed Parent Request for Administering Medication Form must accompany the medication. Forms are available on the campus website or in the nurse's office. This completed form must be submitted with the medication. Parent notes will be accepted for those families who do not have access to a computer. Students who go to the clinic during the school day must have a pass from a teacher. Visits should be limited to sudden illnesses and injuries occurring in school. **Students should be free of fever (without the use of Tylenol or ibuprofen) for 24 hours before returning to school.**

Wellness Excuses

If your child is ill and/or unable to participate in physical activity, please send a note. A note from a physician is required for any activity restrictions longer than 3 days.

COMMON AREAS

Halls, bus areas, cafeteria, or other areas on campus are designated common areas.

Rules:

1. Follow all directions given.
2. Walk at all times.
3. Use appropriate voice level. (Silent to soft, as directed)
4. Keep hands, feet, and objects to self.
5. Keep school grounds clean.

COMMUNICATION

There are a variety of methods of communicating from school to home that your teacher might use. The office will choose to send messages through skyward, called "Skymessage". These skymessage notices will be sent to all parents via email reminding of upcoming events or notices. "Skylert" messages will also be sent through skyward but these will be for emergency situations and one must be signed up to receive these emergency notices (ex: school closures, evacuations, delayed start, etc.).

To receive Skylert messages:

1. Go into Family Access through Skyward for your student.
2. Click on Skylert in the box on the left under General Information.
3. When the Contact Box comes up, go to the area Text Message Numbers.
If you wish to receive text messages, input (or update) your cell number there.

COUNSELOR

The counselor will provide a comprehensive counseling program for all students. Information is available to parents through the counseling office. Students may request an appointment with the counselor by using student referral forms available in the counseling office or from the teacher.

CONDUCT AND DISCIPLINE

The District Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the types of disciplinary action school officials can take in response to violations of the rules.

CREDIT BY EXAM

A student may be given credit for a grade level in which he or she had no prior instruction and a score above 80 percent on a criterion referenced test. Information can be obtained through the counselor.

DELIVERIES TO SCHOOL

Please refrain from having flowers, balloons, cookies, cupcakes, etc. delivered to the school. Lunches and lunch money may be left at the front desk and will be delivered to the child.

DRESS CODE

The Friendswood Independent School District (FISD) maintains dress and grooming standards because students should dress and groom themselves in a manner considered acceptable and appropriate by the community. FISD believes the business of school is learning, and school dress and grooming standards should support the learning environment, along with promoting a safe, orderly learning environment. The FISD Dress Code is also established to teach grooming, hygiene, instill discipline and modesty, teach respect for authority, and prepare students for the future. School is a place of business; therefore the dress and grooming of a student should reflect the serious intent of one who is going to work. Accordingly, dress and grooming standards should promote a business-like atmosphere, which is comfortable, but not too casual, free from disruption, and easily enforced by teachers and administrators.

The parent and student shall be responsible for ensuring the student is in compliance with all aspects of the Dress Code when the student enters the school premises, and during the time the student is on school premises during school hours. Each student and parent shall be responsible for ensuring compliance with the standards presented in the campus Manual/Handbook. Failure to comply will result in the student being required to change clothes, and/or correct the infraction to meet the standards. Any clothing deemed inappropriate for the educational setting by the administration; along with the ruling of the building principal regarding compliance or non-compliance with the Dress Code and the corresponding consequences assigned for the violation are final. Students whose religious beliefs require exemptions from the District's Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code which the District determines valid.

The student and parent may determine the student's personal dress and grooming provided the following standards are met:

1. Hair must be a color that can be grown naturally, neat and well groomed. Mohawk type haircuts, distracting styles, hair carvings, shaved designs or lines are not permitted.
2. Hats, caps, sport-type headbands, or any other types of head covering garments are not to be worn on campuses during school hours. No hooded sweatshirts should be worn with the hood on inside the building. Bandanas may not be worn or carried.
3. Students must be clean-shaven. Goatees, beards and moustaches or any other facial hair are prohibited.

4. A modest appearance must be maintained when standing, sitting, or bending.
5. Inappropriate clothing includes, but is not limited to strapless garments, spaghetti straps, low-cut shirts, tube tops, open underarm shirts, see-through/fishnet shirts, tank tops, pajama tops or bottoms, boxer shorts, and clothes which exposes the midriff or the underarm. *At the Pre-Kinder through 5th grade levels, tank tops are acceptable with straps wider than a 3-finger width strap. At the 6th through 12th grade levels, all shirts/blouses/dresses are to have fully attached sleeves; shoulders must be covered at all times.*
6. Pants or shorts shall be appropriately sized and worn at the natural waist with or without a belt. Oversized or excessively baggy clothes are not permitted.
7. Shorts, skirts, or dresses, to include top of slit on short, skirt or dress, must be middle fingertip length.
8. Cut-offs and jeans with tears above the knee are not permitted.
9. Leggings, yoga pants, spandex, biking shorts, or similar material (except those that are worn in a school sponsored activity) cannot be worn unless they are covered by shorts, a skirt/dress or shirt, which meets the middle fingertip length.
10. Appropriate undergarments must be worn, and must not be visible at any time.
11. Full-length coats, such as those commonly referred to as "trench" coats are not permitted.
12. Non-wheeled shoes are to be worn at all times. House shoes/slippers are not permitted.
13. Permanent or non-permanent tattoos, along with writing, drawing or stamping on the skin cannot be visible.
14. Body piercings are limited to the ear. Plugs, tunnels, and spacers are not permitted, along with eyebrow, nose and tongue rings.
15. Jewelry, heavy chains or trinkets may not be noisy or distracting. Any accessory which could be deemed unsafe, to include, but not limited to spiked bracelets/chokers/watch-bands, dog collars, or locks.
16. Any clothing or accessory which may be deemed to represent gang affiliation (real or implied) are not permitted, along with any clothing or accessory which may be deemed to be offensive or degrade any student population. This includes Gothic style dress.
17. Any clothing or accessory which advertises or is related to alcohol, tobacco, drugs, sex, or any other substances students are prohibited from having at school, are not permitted. Students may not wear suggestive or inappropriately located decorative patches, insignia, or clothings with improper advertising, pictures, slogans or statements.

Clothing or accessories that in any way suggest disrespect for the American flag are not permitted. Slogans or drawings representing local, country, state or federal detentions are not permitted.

DRUG/NARCOTICS/TOBACCO POLICY

Any student who possesses, uses, or is under the influence of any drug prohibited by law, or any student who gives, sells, or supplies to any other student any of such prohibited drugs or products in, on, or about school property, shall be subject to disciplinary action. Prohibited drugs include marijuana, narcotics, and/or hallucinatory, hypnotic, or sedative drugs, or any chemical, alcohol, or similar product not expressly prescribed by a licensed physician. Improper use constitutes use of any chemical substance intended to cause euphoria or a sense of well-being or possession of any substance intended for that use. Students are not permitted to possess or use tobacco on any school grounds or in any school building. Violation of this rule constitutes a serious offense and possible suspension from school. This policy applies to all school sponsored activities as well as the regular school day.

EMERGENCY DRILLS

Students will follow posted and announced procedures during an emergency signal. For the protection and safety of all students and school personnel, emergency drills must be taken seriously.

FIELD TRIPS

All students attending school-sponsored field trips are required to ride the bus to and from the field trip site. In the case of an emergency situation, please contact the principal to discuss options.

HOMEWORK

Homework will be assigned to develop/strengthen skills and used as a means of developing appropriate and responsible school habits. Parents can reinforce and assist students in developing these habits by monitoring contents of the folder/school planner daily.

Homework is typically sent home with the student when:

1. Work is not completed during class time. All work that should have been completed during class time is due the following morning.
2. Special assignments are to be done for enrichment purposes.
3. Additional help, review, or practice is needed and class time is not sufficient.
4. Reinforcement and practice of skills.

LIBRARY/ INNOVATION LAB

The mission of the school library program is to ensure that students and staff are effective users of ideas and information enabling them to be literate, creative, lifelong learners. Print and electronic resources are available for student use and pleasure. The library also offers a unique space where creativity meets innovation in a lab environment. All ages will be inspired as they learn, share and collaborate with others through the use of maker spaces, lego wall and a media center equipped with a green screen. Imagination will lead learning!

LOST, DAMAGE, OR STOLEN PERSONAL ITEMS

We discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the day. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. Students who find lost articles are asked to give them to their teacher or the main office. Items such as jackets, sweaters, lunch boxes, and playground equipment are placed on the lost and found rack. All items not claimed by the last day of school will be donated to charity. **It is important you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

ORGANIZER

Organizational skills are an integral part of academic success. The organizer is a key tool which will be used by students in second grade to record assignments. The organizer is a vital link of communication between teachers and parents. Lost organizers must be replaced by students and a fee will be charged.

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule conferences through email with teachers to discuss student progress. Teachers may also request conferences with parents after progress reports or report cards.

PARTIES & BIRTHDAYS

There are three state approved parties during each school year. These parties will be planned and conducted by parent volunteers in accordance to school party guidelines. No other parties will be allowed during school time. Each student may have one visitor attend one of the 3 parties. The visitor will need to sign up to be on the visitor list prior to the party. Visitor lists will close to changes one week prior to the party.

Birthdays

Westwood recognizes birthdays each morning during daily announcements. Teachers or students may not send home party invitations to other students. Birthday gift deliveries are not permitted during school hours as it distracts from the learning environment. We ask that birthday celebrations be spent with the family.

Although the state has modified the FMNV law to allow birthday cupcakes, they can only be served during non-competitive hours (NOT during lunch). Therefore, in order to preserve teaching time, birthday celebration/cupcakes will not be allowed at school. This includes class celebrations for teacher birthdays involving food (i.e., cake and cupcakes).

PICK-UP/ DROP-OFF PROCEDURES

Beginning at 7:30 a.m., students may be dropped off at the front of Westwood or Bales. No drop off in bus lanes. At 3:00 pm dismissal, the bus parking lot (behind Westwood) will be limited to bus traffic only.

Do not allow your child to walk in any parking lots unescorted and always use the crosswalks.

All Westwood students will be picked up in the front of Westwood. Drivers and walk-ups must have a pick-up authorization card placed on the front dashboard or in hand.

Bales students who have a Westwood sibling will walk to Westwood at 3:00 pm to be picked up with their younger sibling at the front of Westwood. No Westwood student may walk through to Bales to be picked up in front of Bales. **Westwood Elementary strongly encourages all students to ride the bus.**

PROFESSIONAL QUALIFICATIONS

The Every Student Succeeds Act (ESSA) requires school districts to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit, those waiting to take a certification exam, and individuals who do not hold any certificate or permit. Employees who have questions about their certification can contact the Human Resources department.

PROMOTION AND RETENTION

Kindergarten and first grade students shall be promoted based upon a demonstration of mastering the curriculum as indicated by preponderance, or majority of mastery items indicated on the report card.

Second through fifth grade students shall be promoted from one grade to the next on the basis of academic achievement. A student must have an overall average of 70 or above in Language Arts (including Reading) and Mathematics and a cumulative average of 70 or above for the school year in order to be promoted.

PTO

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending Westwood or Bales and to all faculty and staff members.

REPORT CARDS, PROGRESS REPORTS, AND GRADING SYSTEM

Report cards are issued at the end of each nine weeks. They are distributed to the students approximately five school days following the end of the grading period. Grades are used to designate students' progress. Progress reports are issued midway through each nine week period for students failing or in danger of failing. A student is expected to take report cards and progress reports home and have them signed by a parent or guardian, not as evidence of approval, but as evidence of parental acknowledgment. The signed reports should be returned to the designated teacher no later than three days after they were issued. Final report cards for the school year are sent home with students. To view grades online parents may create an account with the district at www.myfisd.com. Look under the parent tab and click on "Family Access."

Grading System

Grade levels establish their grading standards, including late work and make-up policy, which will be communicated with parents at the beginning of the year. If you have a question about a grade your child receives on an assignment, you should contact the teacher.

Kindergarten: E, S, N, U for conduct and a developmental checklist using a 3, 2, 1

- 3 - At Expected Levels
- 2 - Progressing Toward Expected Levels
- 1 - Needs to Improve in Order to Meet Expectations

1st Grade: E, S, N, U for conduct and a developmental checklist using a 4, 3, 2, 1

- 4 – Exceeds Expectations
- 3 – At Expected Levels
- 2 – Progressing Toward Expected Levels
- 1 – Needs to Improve in Order to Meet Expectations

2nd Grade:

All core subjects will have numerical grades, while the other subjects and conduct will be scored with E, S, N or U. The following grading scale is used:

- | | |
|------------------------------------|-----------------------|
| 90-100 – Excellent | E – Excellent |
| 80-89 – Above average | S – Satisfactory |
| 75-79 – Average | N – Needs Improvement |
| 70-74 – Passing, but below average | U – Unsatisfactory |
| 69 and below – Failing | |

REQUEST FOR ASSIGNMENTS

When a student is ill for two or more days, a request for assignments may be made. Please email your child's teacher(s) early in the morning of the second day to make the request and plan to pick up the assignments between 3:00 and 3:30 p.m. A student has as many days to make-up work as he/she was absent, but the maximum is five days. **It is the responsibility of the student or parent to request missing assignments.**

RESIDENCY

Students must be residents of Friendswood ISD in order to attend FISD schools. Proof of residency must be provided to the campus registrar at the time of registration. A current utility bill or lease agreement with parent/guardian name and physical address is considered proof. Any person who knowingly falsifies

information on a form required for a student's enrollment in the District shall be liable to the District for full tuition if the student is not eligible for enrollment. Presenting a false document or record under Section 21.0313 of the Texas Education Code is an offense under Section 37.10, Penal Code. Students found to be residing out of the District's boundaries will be immediately withdrawn from school.

SALES

Students are prohibited from selling items on campus without permission from the principal.

SEVERE WEATHER

Occasionally the threat of severe weather, such as rapidly approaching hurricanes and/or dropping temperatures which can cause freezing rain and hazardous road conditions or flooding, make it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Listen to radio stations **KIKK, KTEK, KILT, KTRH, and TV station KTRH (Channel 13)** for announcements concerning the dismissal or cancellation of school and the time when classes will be resumed if such dismissal or cancellation occurs. Notification will also be disseminated through SkyAlert to all those with an active email on file. You may also visit the Fisd website for information.

SEXUAL HARASSMENT

Sexual harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person, or offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he or she has been sexually harassed, the student or the student's parents should report the incident to any of the following: the teacher, the assistant principal, the principal, or the superintendent. The Title IX Coordinator is the Assistant Superintendent for Administration (281-482-1267). After investigation, if a student's conduct is found to be offensive and unwelcome, the campus will determine consequences in accordance with the district's Code of Conduct.

SOCIAL BEHAVIOR

Inappropriate display of affection is not permitted. Bullying and physical and verbal abuse will not be tolerated. Students who believe they have been harassed by fellow students or district employees are encouraged to promptly report such incidents to the campus administration. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent.

SPECIAL PROGRAMS

English as a Second Language

The district provides English as a Second Language (ESL) program for students with limited English-speaking skills. Students are screened for the ESL program based on the Home Language Survey completed as a part of the student registration. Students must meet the established criteria for participation in the program. The main mode of instruction for ESL students is immersion in the regular program with assistance from the ESL teacher. Instructional accommodations may be made within the regular classroom program. A variety of instructional materials representing various languages and cultures are available for use by the classroom teacher, ESL teacher, parent, and/or student.

Dyslexia Services

Students with Dyslexia who are in need of assistance are provided small group instruction through either regular or special education. Students with dyslexia may qualify for further services through 504 identification.

Early Childhood Program (PreK)

Westwood hosts the Fisd Early Childhood Program. It is designed to provide our youngest students with the opportunity to gain fundamental skills for learning. PreK eligibility is based on providing proof for one or more of the following characteristics: have an active military parent(s), qualify as economically

disadvantaged, speak English as their second language, are homeless, have been in foster care, or qualify as a student needing special education services (Preschool Program for Children with Disabilities age 3-5). PreK students must also be 4 years old on or before September 1 of the year they enroll. PPCD students may become eligible as of their 3rd birthday.

Gifted and Talented

Students are screened each spring for admission to the Gifted and Talented Program. Nominations are accepted from August through April. New students to the district who were in a previous GT program are screened when they arrive. Nominations for screening may be submitted by teachers, administrators, and/or parents. Students may be screened only once during an academic year.

Special Education/504

Students with certain special needs may be served through Special Education Services or through The Rehabilitation Act of 1973, commonly referred to as "504."

Special Education is administered through The Individuals with Disabilities Act (IDEA) and involves an extensive assessment process to determine if a student is eligible for services. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation.

A student may be eligible for services through 504 if the student has or has had a record of having physical or mental impairments, which substantially limits a major life activity. The purpose of 504 is to prohibit discrimination and to ensure educational opportunities and benefits for disabled students equal to those provided non-disabled students.

Supplemental Reading Program (SRP)

Westwood provides early reading intervention through SRP to students who experience difficulty in acquiring reading skills. Consideration for placement in this program is reviewed throughout the year. More information, including referral procedures, is available through the SRP teacher.

STUDENT PROPERTY

Students are responsible at all times for their personal property. It is unwise to carry large amounts of money or valuable items. Personal property is not covered by school insurance. **Please leave valuables at home.**

STUDENT'S LEGAL NAME

While we recognize there are circumstances when a parent may wish his or her child to enroll under a name other than the child's legal name, we are required to maintain all school records for each child under the child's legal name as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

STUDENT SIGN-OUT & APPOINTMENTS

Parents must come into Westwood Elementary and sign out their child. The front office will then notify the teacher when the parent/guardian arrives. If a parent is picking up siblings at both Westwood and Bales, the parent may sign all children out from the Westwood front office. Please allow for this extra time when picking up your child for an appointment. Students will not be called to the front before the parent arrives in order to maximize the student's learning time.

When the student returns to school, he/she must sign in at the front office and show confirmation from the dentist or doctor. Appointments should be made so a student can be in attendance during the day. **We strongly discourage student check out during the last 30 minutes of the school day (2:30 -3:00 p.m.).**

SUPPLIES

Each grade will have its own supply list. Students will be expected to maintain supplies throughout the year and replace as needed.

TELEPHONE MESSAGES

Students are not permitted to use classroom telephones. Students will be allowed to use the school office telephone for emergency purposes, lunch money, and to notify parents about tutorials and after-school activities. Students are not permitted to use cell phones during school hours without express permission of school staff. **Please do not call or text your child's cell phone during the school day.**

TESTING AND ASSESSMENT PROGRAMS

In addition to routine testing and other measures of achievement, students at certain grade levels will take assessment tests:

- PAPI (Phonemic Awareness and Phonics Inventory) Grades K - 2
- DRA (Developmental Reading Assessment) K - 2
- TELPAS - Required of Limited English Proficient students by the state Grades 2 & 3
- MAP (Measures of Academic Progress) K - 2
- CogAT (Cognitive Abilities Test) Screener K - 2

TRANSPORTATION CHANGES

Transportation changes are to be completed in writing and sent to school with your child or left in the school office. For safety issues, changes will not be accepted over the telephone, by fax, or email.

TUTORING

All students are offered tutorials. Each teacher schedules tutorial times for his/her students. Students requiring extra assistance should attend these tutorial sessions. If tutorials are before school, a tutorial pass written by the teacher must be in the student's possession. Transportation to and from tutorials is the responsibility of the student and parent.

UNAUTHORIZED ITEMS

Students are not permitted to possess unauthorized items at or on the school campus. Unauthorized items include, but are not limited to, weapons of any kind, pocket knives, fireworks, chemicals, lighters, laser pointers, and matches. The school administration highly discourages students from bringing items to school that are valuable and/or potentially noisy and disruptive, such as electronic games, CD players, MP3 players and trading cards. The school district is not responsible for lost or stolen items. If the use of such items causes a disruption to the learning environment, the items may be confiscated, and appropriate disciplinary action may be taken. Please do not have any balloons or flowers delivered to the school as they are disruptive to the learning environment. Gum is not permitted in the school building or on school grounds at any time.

VISITORS/VOLUNTEERS

All visitors/volunteers must check-in and check-out through the front entrance upon entering or leaving the building. For the safety of our students and our staff, you will be required to produce the appropriate identification, state purpose for visit, and obtain a visitor/volunteer badge. Parents volunteering on both campus sites may travel between schools, but a badge will document a parent's purpose in the building.

We welcome visitors and encourage you to attend school events as well as enjoy lunch with your child. In order to establish routines, accommodate the large number of unscheduled visitors, and have adequate presence of administrators, **parents may visit for lunch on Wednesday, Thursday, and/or Friday.** Our campus will be closed to visitors during the first two weeks of school, the last two weeks of school, and the weeks of state assessment to allow for the varied schedules of lunches. Parents visiting their K-2 student will sit with their child in the Character Court for lunch. Parents visiting their 3rd - 5th grade children at Bales will sit with their child at a designated visitor table. Friends may not be invited to join for safety precautions. Outside food may be brought in for your child only. No sharing of food is allowed as per state policy.

We value and appreciate our volunteers. They are an integral contribution to the success of our school. Volunteers are to be scheduled in advance of date and time by the teacher. The front office staff will conduct verification of schedule before volunteers are allowed to proceed to their destination. In order to maintain a quiet, instructional environment, we prefer that no pre-school children accompany parents who are volunteering in the school hallways and classrooms.

WELLNESS

Students must wear appropriate clothes and athletic shoes (no cleats) for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must provide a written excuse. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation.

INFORMATION OF SPECIAL INTEREST TO PARENTS

ADMISSION, RELEASE, AND WITHDRAWAL

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
 - a. To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - b. The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.

5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
6. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state. Any student may be accelerated one grade if he/she passes four credit exam tests for the grade level they are to be accelerated through with a grade of 90 percent. The acceleration grade tests are administered in June and July each year, and parents register in April and May with the campus counselor. The test is free but there is a twenty-dollar deposit charge at the time of registration. If the child takes the tests, the deposit is returned. Each test is about three hours. The tested areas are language arts, mathematics, science and social studies. A 5-year-old child may attend first grade if they meet the following criteria:
 - a. 90 percentile on the Texas Tech Kindergarten Test.
 - b. Pass the First Grade fall screening portion of the DRA/PAPI
 - c. Developmental Age of 6 - 6 1/2 on the Gesell
 - d. Conference with principal.
7. We do not admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

The application for admission and enrollment forms are official government records and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student. Refer to board Policy FD (legal) and FD (local) for residency questions.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Release during the school day

Students will be allowed to leave school during the school day only with the permission of an administrator or front office staff. Parents may not go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you must sign the child out through the main office at FM 2351. The teacher will send the child to the front office, and she or he will be released at that time. Please note the following: The emergency contacts on the school records have the ability to pick up a child without a written statement from the parent(s).

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Please inform the office of any legal custody situation procedures for a child. **Unless the principal has a current court order signed**

by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation and obtain notice of approval.

IDENTIFICATION WILL BE CHECKED ON ANYONE PICKING UP A STUDENT.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

SEARCHES OF STUDENTS AND SCHOOL PROPERTY

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

QUESTIONING STUDENTS AT SCHOOL

As school officials, we have the right to question your child about his or her own conduct at school, and in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you promptly if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

**Options and Requirements
For Providing Assistance to Students Who Have Learning
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the school counselor.

FRIENDSWOOD I. S. D. TITLE 1 PARENTAL INVOLVEMENT POLICY

There exists significant research describing the positive impact on student achievement resulting from meaningful parental involvement. Friendswood Independent School District encourages the active involvement of all parents in the education of their children. To specifically encourage parental involvement in the Title 1 program, the following activities will be offered:

1. An annual meeting of Title 1 parents will be held to inform parents of their school's participation in Title 1, to explain the Title 1 Parental Involvement Policy, and to review parents' rights to be involved in Title 1 activities.
2. An opportunity will be provided to Title 1 parents to become involved in Title 1 planning, review, and improvement efforts.
3. Parents of Title 1 children will be provided with:
 - a. timely information about Title 1 programs
 - b. school and individual assessment information and results, including an explanation of those results
 - c. information about curriculum and the levels students are expected to achieve
 - d. opportunities for regular meetings related to the education of their children
 - e. timely responses to parent inquiries and suggestions.
4. Parents and school staff, where appropriate, will jointly develop and commit to a home-school compact. This compact will detail how parents, staff, and students will share responsibility for improved student achievement.
5. Parents will be provided with opportunities to improve their skills so they may effectively work with their children to improve achievement.
6. Opportunities for Title 1 parental involvement will be coordinated and integrated with those opportunities offered through other programs to the extent feasible and appropriate.

The Title I program is funded to assist children who are having difficulty in reading. Identified students are pulled for small group instruction to address areas of difficulty.

COUNSELING PROGRAMS AND SERVICES

CHARACTER COUNTS! at Westwood. Classroom guidance lessons teach and model the six pillars of character - Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. One pillar at a time, we are laying the foundation for a lifetime of good character choices. It is our goal to build 'value-able' citizens who will eventually become tomorrow's leaders, guided by core character principles. The following list helps parents and students become familiar with the Pillars and what they encompass so that the corresponding behaviors become habitual in their lives.

1. Trustworthiness. Trustworthy students. . . .
 - _____ are honest; don't deceive, cheat, or steal.
 - _____ are reliable and do what they say they will do.
 - _____ have the courage to do the right thing.
 - _____ have a good reputation.
 - _____ are loyal - stand by their family, friends and country.

2. Respect. Respectful students. . . .
 - _____ treat others with respect, follow the Golden Rule.
 - _____ are tolerant of differences.
 - _____ use good manners, not bad language.
 - _____ are considerate of the feelings of others.
 - _____ don't threaten, hit or hurt anyone.
 - _____ deal peacefully with anger, insults and disagreements.

3. Responsibility. Responsible students. . . .
 - _____ do what they are supposed to do.
 - _____ persevere and keep on trying!
 - _____ always do their best.
 - _____ use self-control and are self-disciplined.
 - _____ think before they act and consider the consequences.
 - _____ are accountable for their choices.

4. Fairness. Fair students. . . .
 - _____ play by the rules, take turns and share.
 - _____ are open minded and listen to others.
 - _____ don't take advantage of others.
 - _____ don't blame others carelessly.

5. Caring. Caring students. . . .
 - _____ are kind and compassionate and show they care.
 - _____ express gratitude.
 - _____ forgive others.
 - _____ help people in need.

6. Citizenship. Good citizens. . . .
 - _____ do their share to make their school and community better.
 - _____ cooperate.
 - _____ stay informed and vote.
 - _____ are good neighbors.
 - _____ obey laws and rules, respect authority, and protect the environment.

REQUIRED LEGAL NOTICES

The Friendswood School District is an equal opportunity employer and offers equal education opportunities, as requested by Title IV of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these programs should be brought to the attention of the district's Assistant Superintendent of Administration at 281.482.1267.

The Friendswood Independent School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicapping condition in the employment, assignment, and promotion of personnel nor in the admission of students to any educational program or activity, except as may be authorized by law or regulations. The Friendswood Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Note:

The contents of this handbook are not contractual and do not give rise to a claim of breach of contract against Friendswood ISD. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or as may be amended in the future.

ASBESTOS STATEMENT

Friendswood ISD maintains compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office of each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact the district's Asbestos Designated Person, Mari Castellanos, at 281-482-2744 or by email at mcastellanos@fisdk12.net.

PESTICIDES

As part of our commitment to provide your child with a safe, pest-free learning environment, the Friendswood Independent School District may periodically apply pesticides to help manage insects, rodents, weeds, or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) Program, which relies largely on non-chemical forms of pest control.

Pesticide applications on FISD property are made only by trained and licensed technicians. Should you have questions about the district's pest management program or to be notified in advance of pesticide applications, you may contact the district IPM Coordinator, Joel Hannemann, at 281-482-2744 or by email at jhannemann@fisdk12.net.

PARENT REQUEST FOR ADMINISTERING MEDICATION

Date: _____ Student Grade: _____ Allergies: _____

I request Friendswood I.S.D. personnel to give my child the following medication: _____

Dose: _____ Time: _____

Reason: _____ Dates to give medication: _____

For prescription medication:

of pills sent in by parent/guardian: _____ # of pills received by school personnel: _____

Received by: _____ Witness: _____

I understand that:

- The medication is to be furnished by me and brought to the clinic in the original container
- labeled with the child's name, name of medication and directions for the time and dosage
- Physician's name must be on prescription medication
- All over the counter medication must be age appropriate for children who are under the age of 12. (i.e. Children's Ibuprofen or Tylenol Jr. Strength)
- If at all possible, medication will be delivered and picked up by an adult.
- If there are questions regarding the medication, the prescribing physician will be contacted for diagnosis and clarification. Parents will be notified and informed about the communication with the physician.
- The school nurse has the right to inform my child's educators on a need to know basis that my child is on this medication unless notified otherwise in writing.
- Medication may not be given at the exact time requested due to class scheduling.
- Students are responsible to come to the clinic and get their own medication at the appropriate time.
- Medication remaining at the end of the school year shall be sent home. Any medication not claimed shall be discarded as recommended by appropriate guidelines.
- Parent or Guardian acknowledges and consents to all of the above.

STUDENT ILLNESSES

For the protection of all students the following health rules have been set up and will be followed at all times. A child CANNOT REMAIN at school with:

- Fever of 100 degrees or over
- Undiagnosed rash or weeping sores
- Vomiting
- Diarrhea
- Red, discharging eyes or
- Any illness making him/her feel too badly to participate

A student having ANY of the above symptoms in the morning before school should stay at home for observation and care. There are limited facilities for putting students to bed, BUT ONLY until

arrangements can be made for him/her to go home. All students who have been absent should bring a note stating the reason for the absence. If the student was absent because of a communicable disease, please state the disease. The periods of exclusion for the most common communicable diseases are:

Readmission Criteria

- Fever - Be free of fever for 24 hrs. without Tylenol/Advil
- Strep Throat & Scarlet Fever - Be on antibiotic for 24 hrs. and be free of fever for 24hrs. without Tylenol/Advil
- MRSA - May return 24 hrs. after antibiotic has begun
- Pink Eye - May return 24 hrs. after medication begun or Dr. note
- Chicken Pox - Until all sores are scabbed over, but no more than 7 days from outbreak
- Head Lice - Have been treated with a lice shampoo.
- Impetigo - When treatment has begun and sores must be covered
- Scabies - When treatment has begun
- Influenza (flu) - Be free of fever for 24 hrs. without Tylenol/Advil

****Medication Reminder:** ALL MEDICATION TAKEN AT SCHOOL MUST BE SENT IN THE ORIGINAL CONTAINER AND HAVE A PARENT NOTE THAT GIVES THE NURSE PERMISSION TO DISPENSE THE MEDICATION ACCORDING TO THE LABEL OR ACCORDING TO SPECIFIC DIRECTIONS FROM THE PARENT. **MEDICATION MUST BE AGE APPROPRIATE AND PRESCRIPTION LABEL MUST HAVE CORRECT STUDENT'S NAME! (not sibling's name, etc.)

BACTERIAL MENINGITIS 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 bacterial that causes meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers and utensils). 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 causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, or toothbrushes. 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

For more information

Your school nurse, family doctor, and the staff at your local health department office are excellent sources for information on all communicable diseases.

Procedures for Reporting Allegations of Bullying

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of the school.

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district, and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time. More information about the district's bullying policy can be found at <http://pol.tasb.org/Policy/Code/506?filter=FFI> or the campus administration office.

Friendswood ISD Student Guidelines Responsible Use Policy

Friendswood Independent School District provides a variety of electronic communications systems for educational purposes. The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students, including all new technologies as they become available. This also includes any access to the Friendswood ISD electronics system while on or near school property, in school vehicles and at school--sponsored activities, and includes the appropriate use of district technology resources via off--campus remote access. Please note that the Internet is a network of many types of communication and information networks, including Web 2.0 resources (Blogs, Wikis, Podcasts, etc.), and is part of the district's electronic communications systems. Web 2.0 applications offer a variety of 21st Century communication, collaboration, and educational creativity opportunities. In a 21st Century school system, technologies, the Internet, and Web 2.0 tools are essential.

In accordance with the Children's Internet Protection Act, Friendswood Independent School District educates staff and students regarding appropriate online behavior to insure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. **It is each student's responsibility to follow the guidelines for appropriate and responsible use.**

SOME GUIDELINES FOR RESPONSIBLE USE

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students may be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Students must immediately report threatening messages or discomfoting Internet files/sites to a teacher.
- Students must at all times use the district's electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate only in ways that are kind and respectful.
- Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

SOME EXAMPLES OF INAPPROPRIATE USE

- Using the district's electronic communications system for illegal purposes including, but not limited to, cyber bullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else's username, password, or account access.
- Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
- Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening or racist material, harassing, damaging to another's reputation, political lobbying, or illegal.
- Wasting or abusing school resources through unauthorized system use (e.g., playing online games, downloading software or music, watching video broadcast, participating in chat rooms, etc.).
- Gaining unauthorized access to restricted information or network resources.
- Purposefully utilizing the district's electronic communications systems in any way that disrupts the use of any computers or networks by others.

EMAIL

1. Friendswood ISD staff may arrange for email, electronic communications, and electronic storage accounts for students on a limited basis for instructional purposes only. As the district provides these accounts, they are considered to be district accounts not personal accounts, and therefore governed by applicable district policies. All communications and data accessible from these accounts are not considered to be private and shall be monitored by district staff.
2. Messages and data in violation of this or other district policies may be archived and/or deleted without notification.
3. All users of any electronic mail either provided by the District or transmitted through the District's technology resources are required to comply with this Responsible Use Policy.
4. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

SPECIAL NOTE: CYBERBULLYING

Cyberbullying is defined as the use of any Internet--connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or Internet--connected game consoles.
- Posting abusive comments on someone's blog or social networking site (e.g., Facebook, Instagram or Twitter)
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.

- Posting the victim’s personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Taking photos-- often using a cell phone camera—and posting them online, sometimes manipulating them to embarrass the target.

CONSEQUENCES FOR INAPPROPRIATE USE

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Suspension of access to the district’s electronic communications system.
- Revocation of the district’s electronic communications system account(s); and/or
- Termination of System User Account: The district may deny, revoke, or suspend specific user’s access to the district’s system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against user.
- Possible criminal action.

Electronic Communications Devices: *Bring Your Own Device*

Friendswood ISD is excited about the new learning opportunities available through *Bring Your Own Device*. It is our goal that students and teachers collaborate in rich, engaging learning experiences using technology.

Elementary and Intermediate Campuses - Students may bring their own eReaders (such as Nook, Kindle, iPad, etc.) to their classroom when the teacher deems them appropriate for educational purposes. These devices will not be allowed to access Internet content through the district’s wireless network while at school.

Devices include, but are not limited to, the following: notebooks, smart phones, iPhones, iPads, iPods, mp3 players and eReaders. All devices should be clearly labeled with student’s full name. **Students are responsible for personal property brought to school and should keep personal items with self or in a locked space.** Devices should be charged prior to bringing to school. Devices brought by students are not eligible for technical support and must adhere to these responsible use guidelines while on school grounds. The school is not responsible for students who bring their own Internet connectivity via air-cards or data--plan on a mobile device.

- FISD Administration will not look for or investigate lost or stolen devices.
- Unclaimed devices will be recycled at the end of the school year.
- The district is not responsible for missing or lost equipment.

The guidelines and regulations outlined in the Student Code of Conduct, FISD Administrative Guidelines, Responsible Use Policy, or student handbooks that pertain to the misuse of telecommunication devices apply to the students’ personal telecommunication devices as well as other school devices. In the event the technology is used inappropriately, normal disciplinary consequences may occur.

Disclaimers

1. Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non--deliveries, miss--deliveries, and intrusion by computer virus, or service interruption

2. Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
3. Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
4. Friendswood ISD is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic communications systems.
5. Friendswood ISD is not liable for any individual's personal device lost, stolen or damaged while at school or on school property.
6. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

**Friendswood Independent School District
Policy for Responsible Use of Computers and Networks
Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that to gain access to the Friendswood ISD computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy for Acceptable Use of Computers and Networks is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re--signed in subsequent years.

PRINTED Student Name _____

Student Signature _____

School _____ Date ____/____/2016-2017 Grade _____

**Friendswood Independent School District
Policy for Responsible Use of Computers and Networks
Parent or Legal Guardian's Agreement**

I have read, understand, and agree with the Friendswood Independent School District Policy for Responsible Use of Computers and Networks. I understand that by signing this form I give permission for Friendswood ISD to grant access to district electronic communications systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Friendswood ISD has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re--signed in subsequent years.

PRINTED Student Name _____

Student Signature _____

School _____ Date ____/____/2016-2017 Grade _____

**FRIENDSWOOD INDEPENDENT SCHOOL DISTRICT
NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. SEC 1232G
AMENDED OCTOBER 19, 2006**

The Friendswood School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. 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 termination of 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 business hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 302 Laurel Drive, Friendswood, Texas 77546. The addresses of the principals' offices are: Cline Primary, 505 Briar Meadow; Westwood Elementary, 506 W. Edgewood; Bales Intermediate, 211 Stadium Lane; Windsong Intermediate, 2100 West Parkwood; Friendswood Junior High, 402 Laurel Drive; Friendswood High School, 702 Greenbriar.

Parent of a minor or a student who is 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. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Trustees; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist or School Resource Officer); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or employees, agents of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan (IEP); (3) compiling statistical data; or (4) investigating or evaluating programs. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else unless the District has received a validly issued subpoena or court order, or if another exception contained in FERPA applies. When the student reaches 18 years of age, the right to consent to release records transfers to the student.

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 and records that only contain information about an individual after he or she is no longer a student in the district do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has 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 students are not allowed to contest a student's grade in a course through this process. Parent or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of students' records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. 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 and dates of attendance, awards received in school, and most recent previous school attended. The district's complete policy regarding student records is available from the principal's or superintendent's office.

THE INFORMATION IN THIS NOTICE SHOULD BE TRANSLATED FOR, OR EXPLAINED TO, THE PARENTS OF STUDENTS WHOSE PRIMARY OR HOME LANGUAGE IS NOT ENGLISH.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of* – Any other protected information survey, regardless of funding;

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use – Protected information surveys of students;

1. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
2. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Friendswood ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Friendswood ISD** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Friendswood ISD** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Friendswood ISD** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Friendswood ISD Visitors on Campus – V-Soft Registered Sex Offender (RSO)

Alert Action Steps

If the RSO is a parent:

1. The receptionist/secretary or other person receiving the “ALERT” on the computer should immediately notify the Principal, Assistant Principal or other designated administrator on the campus about the presence of the RSO.
2. The principal, assistant principal, security personnel or designee should watch or stay with the RSO while he/she is on campus.
 - *At NO TIME shall any registered sex offender be permitted to mingle with the student population or walk through the school unescorted.*
 - *Registered Sex Offenders are not permitted to eat lunch with their children in the lunchroom. Those wishing to do so will be provided a separate area (not in the lunchroom and under supervision).*
 - *Registered Sex Offenders who require a teacher conference shall do so when other children are not in class and separated from the student population (i.e. before or after school in the office area).*
 - *Registered Sex Offenders shall conduct their business in the front office area only.*
3. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via Nextel or telephone for assistance. If the situation escalates prior to response from security personnel, contact local law enforcement via 911.

If the RSO is not a parent:

1. The receptionist/secretary or other person receiving the “ALERT” on the computer should immediately notify the Principal, Assistant Principal or other designated administrator on the campus about the presence of the RSO.
2. If the RSO is a non-parent, including contractor or vendor, access to the campus or building should not be allowed.
3. If the RSO is not cooperative with the administrator’s directives, then the campus security personnel or district security manager should be notified via Nextel or telephone for assistance. If the situation escalates prior to response from security personnel, contact local law enforcement via 911.

NOTE: In all cases, end users should not panic. This person could be a parent with a past history which may have happened a long time ago. End users should not react any differently than with other visitors.

False Matches:

- While we are requiring visitors to produce a state-issued ID, we realize that there may be some occasions where this is not possible. In that event, you may request another form of picture identification that provides name and date-of-birth.
- The system only checks first name, last name and date-of-birth. Therefore, it is possible to have a “false match” of someone with the same name and birth date.
- Some states use age instead of date-of-birth as a database field. Therefore, it increases the chance of a “false match” in that a person may have the same first name, last name and be of the same age as a registered offender.
- Comparing the picture on the computer alert with the person checking in is the best way to determine if the match is legitimate or not.
- If there is no picture on the computer alert, the following items may be checked for verification: middle name, description (race, eyes, height, etc.), and incarceration status. *Note: The State of Indiana’s database contains many records with no photograph. It is not uncommon to get a match from Indiana without a photo.*
- When “false matches” are noted on the computer, Raptor Technologies verifies the submission and will contact the district if the match is, indeed, accurate.
- If you get a “false match” and the visitor becomes aware of the match, please assure them that the system only searches on name and date-of-birth. This should alleviate any concerns of identity theft.