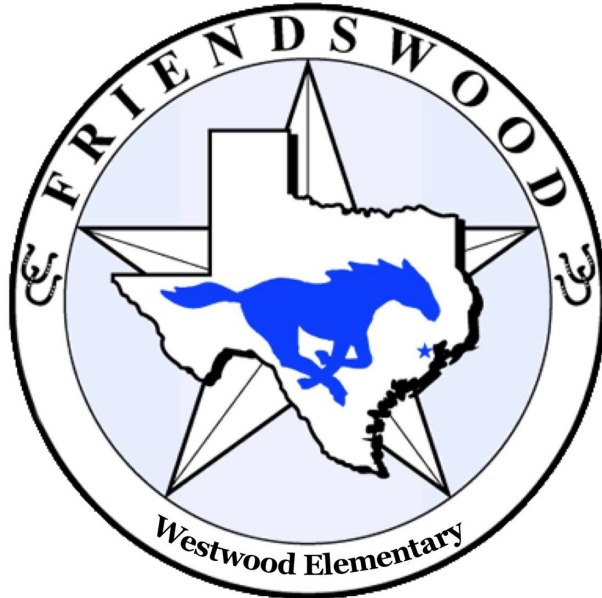


**STUDENT/PARENT HANDBOOK**  
**2017- 2018**



***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/](http://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. Cyndy Butcher

Nurse - Ms. Laura Migl

Registrar - Ms. Chris Hergert

## SCHOOL TIMES AND BUILDING ACCESS

Our school hours are 8:00am until 3:05pm. 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/](http://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 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 healthcare 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) 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.

## **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 FISD 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. A school breakfast is \$1.30 and a school lunch is \$2.40.

## **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.**

## **Immunizations**

In order to enroll in school, a student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are:

- Diphtheria, tetanus, polio (DTaP) 4 to 5 doses, the last dose given after the 4th birthday
- Oral polio vaccine (OPV) 4 doses, the last dose given after the 4th birthday
- Hemophilus Influenza HIB vaccine
- Measles, mumps, rubella (MMR) 2 doses, the first dose given after 1st birthday
- Hepatitis B 3 doses
- Varicella (chickenpox) 1 dose given after 1st birthday, or documentation of date in which child had chickenpox disease
- Hepatitis A 2 doses required for Kindergarten - 8th grade, the first dose must have been received on or after the first birthday

The school nurse can provide information on age appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states, in the doctor's opinion, the immunization required would be harmful to the health and wellbeing of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication. If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the nurse, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

## **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.

Teachers may also use CANVAS to communicate with parents. CANVAS houses the teacher websites. You can access CANVAS through the Westwood Website.

## **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**

For students attempting to accelerate an entire grade level, the credit by examination will be administered in two testing rounds.

**Round I** – Students will be administered the science section of the credit by examination. If the student scores 80% or above on the exam, students will then progress to testing Round II, which will be administered at a later date.

**Round II** – The remaining grade level subjects (reading/language arts, social studies, and math) will be assessed.

## **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 businesslike 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. A modest appearance must be maintained when standing, sitting, or bending.
4. 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.*
5. 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.
6. Shorts, skirts, or dresses, to include top of slit on short, skirt or dress, must be middle fingertip length.
7. Cut-offs and jeans with tears above the knee are not permitted.
8. 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.
9. Appropriate undergarments must be worn, and must not be visible at any time.
10. Full-length coats, such as those commonly referred to as "trench" coats are not permitted.
11. Non-wheeled shoes are to be worn at all times. House shoes/slippers are not permitted.
12. Permanent or non-permanent tattoos, along with writing, drawing or stamping on the skin cannot be visible.
13. Body piercings are limited to the ear. Plugs, tunnels, and spacers are not permitted, along with eyebrow, nose and tongue rings.
14. 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.
15. 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.
16. 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 clothing 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, county, 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.

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

## **LIBRARY/ MAKERSPACE**

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, DAMAGED, 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 in the gym. 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. Students must replace lost organizers 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 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 three parties (one visitor per year). 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 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 must have a pick-up authorization card to pick up a student. Those without a card will be required to check in with the front office.

Bales students who have a Westwood sibling will walk to Westwood 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.**

### **Walkers/bikers/"Walk-Ups"**

Westwood walkers and bike riders must be accompanied by an adult who will need to present an authorization pick up card to pick up a student. While we discourage parents from parking to "walk-up," we will have the following expectations:

- Provide an authorization pick up card to pick up a student,
- Use the crosswalk and the dedicated walkway in front of the parked cars,
- No walking behind cars, and
- Refrain from having students play between the parking area and FM 2351.

## **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](http://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 - Expected Level

2 - Needs to Improve in Order to Meet Expectations

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 (Pre-K)**

Westwood hosts the Fisd Early Childhood Program. It is designed to provide our youngest students with the opportunity to gain fundamental skills for learning. Pre-K 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). Pre-K 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 3<sup>rd</sup> 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 - 3:05 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 3<sup>rd</sup> - 5<sup>th</sup> 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 ½ 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 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.

## **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](mailto: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](mailto:jhannemann@fisdk12.net).

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

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:

1. Fever of 100 degrees or over
2. Undiagnosed rash or weeping sores
3. Vomiting
4. Diarrhea
5. Red, discharging eyes or
6. 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 giving students bed rest, 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:

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

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so that the students who have been exposed to the disease can be alerted. A student who has a contagious disease is not allowed to come to school while the disease is contagious. We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a registered school nurse available on each campus. One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school related activity. We cannot and will not use public funds to pay individual student medical expenses. At the beginning of each school year, we offer you the opportunity to purchase low cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time.

## **BACTERIAL MENINGITIS**

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. What are the symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red/purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that 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 container, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side

effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years. What you should do if you think you or a friend might have bacterial meningitis? Seek prompt medical attention. For more information Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **PROCEDURES FOR REPORTING ALLEGATIONS OF BULLYING**

Friendswood ISD prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Texas Education Code Section 37.0832 defines bullying as: A single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by subsection:

- 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;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- infringes on the rights of the victim at school.

Cyberbullying means bullying which is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district does not tolerate bullying, and any student or parent of a student who believes a student has engaged in bullying is highly encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited. Reports of an alleged bullying incident may be submitted orally or in writing, to a teacher, counselor, principal or other district employee. Reports may also be submitted electronically, either anonymously or non-anonymously through the following website.

<https://asp.schoolmessenger.com/fisd12/quicktip/index.php>

This link can be found on the district website [myfisd.com](http://myfisd.com) under the Parents & Students tab.

**Friendswood ISD encourages you to communicate with your designated campus administrator on any alleged bullying.**

## **Friendswood ISD Student Guidelines Responsible Use Policy**

Friendswood Independent School District provides a variety of electronic resources for educational purposes.

District electronic resources are 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 Friendswood ISD electronic resources 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 resources. 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 discomfiting Internet files/sites to a teacher.
- Students must at all times use the district's electronic resources, 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 resources 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 any electronic resource for illegal purposes including, but not limited to: cyberbullying, gambling, pornography, and computer hacking.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing usernames 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 that is inappropriate or too revealing.
- 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 media or accessing materials that are abusive, obscene, sexually oriented, threatening, racist, harassing, illegal or damaging to another's reputation.
- Electronically lobbying for political purposes.
- 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 resources in any way that disrupts the use of any computers or networks by others.

### ***EMAIL***

- Friendswood ISD staff may arrange for 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.
- Messages and data in violation of this or other district policies may be archived and/or deleted without notification.

- 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.
- 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.
- Acquiring and/or sharing media, sometimes manipulating it 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 resources.
- Revocation of the district's electronic 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.

**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 electronic resources, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy for Responsible 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 resigned in subsequent years.

PRINTED Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

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 resources, 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 resigned in subsequent years.

PRINTED Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**DISTRICT ELECTRONIC PERSONAL MOBILE DEVICE POLICY**

An electronic personal mobile device is any personally owned device that is used to communicate, access, create or share media via the internet or an individual’s personal data plan. It is our goal that students and teachers collaborate in rich, engaging learning experiences using technology.

**FHS & FJH**

Students attending FHS & FJH will be allowed to bring an electronic personal mobile device to school and log on to the student wireless network, only. Devices may be used in the classroom upon teacher approval.

**Elementary and Intermediate Campuses**

Students may bring their own electronic personal mobile device 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.

ALL PERSONAL 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. 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 resources or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD’s electronic resources.



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 resources.

Students bringing electronic devices will be required to follow the Responsible Use Policy and the Bring Your Own Device Policy/Procedures located in the FISD Administrative Policy section of this manual. Included in the Responsible Use Policy are examples of appropriate and inappropriate use of cellular phones. A school telephone is available for students to use during regular school hours. Any violation of this policy during school hours will result in the following discipline:

**First Offense:** Electronic device confiscated and returned to parent.

**Second Offense:** Electronic device confiscated and returned to parent after 3 school days.

**Third Offense:** Electronic device confiscated and returned to parent after 5 school days.

**Fourth Offense and All Subsequent Offenses:** Subject to above and additional disciplinary action as determined by the designated administrator.

Unclaimed electronic devices will be disposed of at the end of the school year. The District is not responsible for missing or lost equipment. Students will be disciplined for insubordination if, upon confiscation of the electronic device, the student refuses to give the device to school personnel or the student attempts to remove the SIM card, the battery, or erase data before handing over the electronic device. School personnel may review data on a confiscated electronic device if a student is involved in an administrative investigation and the administrator has a reasonable suspicion that a search of the electronic device data will turn up evidence that the student has violated the law or school Code of Student Conduct. Failure to provide an access code, any of the components, or anything else needed to view the necessary data will be considered insubordination.