

**STUDENT & PARENT INFORMATION 2019-2020**

**WINDSONG  
INTERMEDIATE SCHOOL  
FRIENDSWOOD I.S.D.**

**2100 W. Parkwood  
Friendswood, TX 77546  
(281) 482-0111**

**[www.fisd12.net/ws](http://www.fisd12.net/ws)**

## **WELCOME**

Dear Students:

I want to take this opportunity to welcome you to Windsong Intermediate. During the past twenty years, through the hard work of students, staff, and parents our school has been recognized by the Texas Education Agency as a high performing campus. Although this is a great honor, success at our intermediate level is measured not only by student achievement, but also by the development of study habits and personal growth that will set the stage for success in junior high and high school. Our faculty and staff are dedicated to helping students become successful, healthy, and well-rounded young adults. These years are very important as children mature and practice making responsible decisions. As the school year progresses, students need to develop high standards and work toward school successes.

The level of success that you experience at school this year is not only dependent upon your teachers and other staff members but is also directly related to the effort and enthusiasm you put into learning each day. This is your school and your school year. Treat this year as if it will be your best year ever--and it probably will! It is a pleasure to welcome you to this new and challenging academic adventure!

Nelda Guerra  
Principal

### **These people are here to help you:**

Principal	Mrs. Guerra
Assistant Principal	Ms. Johnstone
Counselor	Mrs. Hoover
Nurse	Mrs. Sheets
Secretary	Ms. Coburn
Registrar	Mrs. Smith
Receptionist	Mrs. Jezek
Media Integration Specialist	Mrs. Fiesinger
Cafeteria	Mrs. Scherer

### **SCHOOL TIMES AND BUILDING ACCESS HOURS**

Our school hours are 8:10 AM until 3:18 PM. The tardy bell will ring at 8:15 AM each day. Students may have access to the building from 7:40 AM until 3:45 PM each day unless they are in a supervised special program. Students who leave materials at school may return after school to their classrooms only until the time considered the end of the teachers' work day (3:45 PM).

### **ATTENTION PARENTS**

Please visit our website at [www.myfisd.com](http://www.myfisd.com) and create an account to access your student's grades, lunch account, attendance records, and calendar events.

## GENERAL INFORMATION:

### BICYCLES

A bicycle rack is located on campus. Students must lock and secure their bikes at all times. For safety reasons, students must walk their bikes while on campus and are not permitted to cut through the parking lot. **Students should wear a helmet.**

### BULLYING

**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 district website – Bullying – report it at [www.myfisd.com](http://www.myfisd.com) under Parents and Students or through the See Something Say Something link on the FISD website.**

### 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. In order to comply with state laws regarding student transportation, students may only be picked up or dropped off at their residence, the residence of a grandparent, or a licensed child-care facility. Parents should designate the point of pickup and drop-off at the beginning of the year. Bus drivers will not be allowed to change the point of pickup or drop-off. Notes for special transportation arrangements will not be accepted by FISD bus drivers. **Should a child need to be picked up or dropped off at a point different than that designated by the parent, then transportation must be provided by the parent. Students may ONLY ride their assigned bus.** Additional bus regulations are found in the Student Code of Conduct. Further information may be obtained from the Transportation Office at 281.996.2500.

### CAFETERIA

A regular lunch tray and a snack bar of nutritious snacks will be available. Lunch money accounts can be paid in advance. Please put your child's and child's teacher's name on the check. **No charges above \$4.20 are allowed.** A menu will be sent home monthly. Adult lunches are also available for purchase. Parents may create an account for their child by accessing the link ([www.myschoolbucks.com](http://www.myschoolbucks.com)) found under food services (under parent link) on the FISD website. Our school participates in the federal child Nutrition Program which provides 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 you would like more information about the program, please contact the Director of Food Services at 281.996.2596.

Immediate family is allowed to eat lunch with their child in the cafeteria on Wednesdays, Thursdays, and Fridays. **Due to state law, parents are only allowed to send and/or bring food for their own child.** Windsong will not accept any deliveries from restaurants, as we cannot verify the origination of the order. Visitors are restricted from the cafeteria during the first two weeks of school, the last two weeks of school, and during weeks when state assessments are given.

### COMMON AREAS

Halls, bus areas, cafeteria, or other areas on campus are designated common areas. Rules in Common Areas are:

1. Follow all directions given by staff.
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.

## CONDUCT AND DISCIPLINE

The Student 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 for student conduct. The Code of Conduct can be found online at [www.fisd12.net](http://www.fisd12.net) under the parent tab.

## 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 their teacher.

## DELIVERIES TO SCHOOL

**Student work delivered during the school day will be placed in the appropriate teacher's mailbox. This may not prevent the assignment from being considered late.** Lunches and lunch money may be left at the front desk, and it will be the responsibility of the student to pick it up on his/her way to the cafeteria. Please refrain from having flowers, balloons, etc. delivered to school.

## ELECTRONIC DEVICES

Use of cell phones and other electronic devices in the building is at the discretion of the teacher and may only be used for educational purposes in the classroom. During school hours, students may not use these devices in the cafeteria, gym, or on the playground. **At no time will students be allowed to take pictures and/or videos with their personal devices.** Students who use electronic devices for other purposes or without permission will be disciplined according to the Student Code of Conduct. Students bring personal electronic devices at their own risk, considering possible issues such as theft, misuse, and damage.

## EMERGENCY DRILLS

Students will follow posted and announced procedures during an emergency signal. Emergencies and their respective signals include:

Fire: Alarm  
Severe Weather: Public Address  
Lock down: Public Address  
Shelter in Place: Public Address  
Return: Public Address

For the protection and safety of all students and school personnel, all drills must be taken seriously. Students must follow all directions given by staff.

## GRADING SYSTEM

The following grading scale is used:

90-100	Excellent
80-89	Above Average
75-79	Average
70-74	Passing; Below Average
69-0	Failing
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade levels establish their grading standards, including late work and make-up policies, which will be communicated with parents at the beginning of the year, and which are also posted on teacher websites. If you have a question about a grade your child receives on an assignment, you should talk with the teacher. Progress reports are sent midway through each nine weeks to students who are failing or in danger of failing. To view grades on a regular basis, parents may create an account with the district at [www.fisd12.net](http://www.fisd12.net). Look under the parent tab and click on "Family Access."

## **GUM CHEWING**

Gum is **not permitted** in the school building or on school grounds at any time.

## **HEALTH**

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 in school with:**

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

A student having any of the above symptoms **BEFORE SCHOOL SHOULD STAY AT HOME** for observation and care. A student will not be sent home without special arrangements and permission of the parent. Any illness or injury which causes the student to miss three consecutive days of school must return with a note from the health care provider authorizing the return to school. The school nurse is not in a position to diagnose or treat illness. For questions about diagnosis or treatment, a medical doctor should be consulted. **\*\*\*Students should be free of fever (without the use of Tylenol or Ibuprofen), vomiting, and /or diarrhea for 24 hours before returning to school.**

## **WELLNESS (PE) EXCUSES:**

Wellness (PE) excuses from parents or physicians must be **brought to the clinic before school.**\*\*\* A note from a physician is required for any activity restriction lasting longer than **3 PE days. If a physician note is submitted, then a follow-up physician note is required to release the student for all physical activities.**

## **LOST AND FOUND**

Students should check the front hallway. Students are expected to return found items to a staff member. All unclaimed items will be donated to charity at the end of the school year.

## **ORGANIZER**

Organizational skills are an integral part of academic success. The organizer is a key tool which students will be expected to use to record assignments. The organizer is the vital link of communication between teachers and parents. One organizer per student is provided by the school. Lost organizers must be replaced by students for a fee of five dollars (\$5.00).

## **PARKING LOTS/DRIVEWAYS/STREET**

Students are not allowed to walk across the driveway areas of the parking lot or the designated crosswalk area, unless escorted by a parent, guardian, or teacher. Parents should not drop off students in the bus lane area located next to the cafeteria. For safety reasons, students should also not cross FM 528 (West Parkwood) on foot, bicycles, or skateboards.

## **PARTIES**

Windsong has three class parties during the school year: Halloween, Christmas, and Valentine's Day. The room parent and selected parents will attend the parties. Birthdays for the day will be acknowledged during morning announcements..

## **PERFECT ATTENDANCE**

Students will only get perfect attendance if the student was checked out for a medical appointment. Any other partial day absence is considered unexcused and would not be rewarded with perfect attendance.

## **PTO**

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending our intermediate schools and to any faculty and staff member. Membership dues are ten dollars (\$11.00) per family. Parents may join the PTO online at [www.fisd12.net](http://www.fisd12.net) and are encouraged to sign up for the Newsflash to receive timely reminders about events.

## **RECESS**

Students may not participate in contact sports of any kind (including football, soccer, and tag) during recess.

## **REQUEST FOR ASSIGNMENTS**

When a student is ill for two or more days or will be out for two or more days, a request for assignments may be made. Please call the office early in the morning of the second day to make the request and plan to pick up the assignments between 3:18 and 3:45 p.m. Students are responsible for completing assignments in a timely fashion. Students have as many days to make-up work as they are absent. The maximum make-up time allowed is five days. **Students who are absent are responsible for requesting missing assignments.**

## **SALES**

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

## **SCHOOL SAFETY**

FISD is committed to keeping all of our students, staff members, and visitors safe while on our campuses. Key cards are used to ensure all authorized personnel have access to the building through designated entrances. All staff members and visitors are required to wear identifying badges or name tags. Windsong is equipped with security cameras along the perimeter of the building and all throughout the hallways, gym, and cafeteria. School personnel are trained and well-equipped for emergencies of all types.

## **SEE SOMETHING SAY SOMETHING**

Students and parents are our first line of defense for reporting unusual activity or safety concerns. FISD's **See Something, Say Something** is an anonymous reporting system immediately alerting administration when sent. The form asks you to specifically describe what you saw: What did you see? When did you see it? Where did it occur? Why was it suspicious? You are always encouraged to call 911 if you believe it is an emergency. The See Something, Say Something link can be found on the homepage of the FISD website, [www.myfisd.com](http://www.myfisd.com)

## **SOCIAL BEHAVIOR**

Inappropriate displays of affection are not permitted. Bullying and physical and/or 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 principal, assistant principal or counselor. If the campus principal is the subject of a complaint, the student shall report the complaint directly to the superintendent.

## **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.

## **STUDENT'S LEGAL NAME**

While we recognize that 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 under the child's legal surname 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**

If a student plans to leave during the school day, he/she should bring a note from a parent/guardian to the teacher at the beginning of the day. Parents must come into the building and sign out the student. The office staff will then call for the student to come up to the front. 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 attendance office and show confirmation from the dentist or doctor. Students should only be checked out during the school day for authorized purposes. **Signing a student out for lunch is discouraged and will be marked as an unexcused part of day absence.** Appointments should be scheduled so a student can be in attendance during the entire school day, if at all possible. We do not allow students to be signed out after 3:00 pm.

## SUPPLIES

Each grade will have its own supply list. Students will be expected to maintain supplies throughout the year and replace them as needed. Teachers may occasionally ask for additional classroom supplies on their wish list on their webpage.

## STAAR INFORMATION

The State of Texas Assessment of Academic Readiness (STAAR) test is the statewide accountability testing program. Please consider the following dates when making doctor and dentist appointments:

April 7th	Grade 4 Writing	April 7th	Grade 5 Math
May 11th	Grade 4 Math	April 8th	Grade 5 Reading
May 12th	Grade 4 Reading	May 13th	Grade 5 Science
May 11th	Grade 3 Math		
May 12th	Grade 3 Reading		

**As per state requirements, the campus will be closed to all visitors on testing weeks.**

## TARDY POLICY

Friendswood ISD regards punctuality as essential to the successful operation of a learning program. Excused tardies will be for personal illness, physician or dental appointment, or hazardous road or weather conditions. When a student is tardy, he/she should bring a note explaining the reason for the tardy, so the school can determine whether the tardy is excused or unexcused. The fourth tardy in a given 9 week grading period will result in a lunch detention. **On the 15<sup>th</sup> unexcused tardy, truancy charges may be filed.**

## TELEPHONE MESSAGES

Students are not permitted to use classroom telephones or personal cell phones. Students will be allowed to use the school phone located in the main office for **eyeglasses, lunch money or lunch, or transportation questions**. Students must bring their organizer with important phone numbers listed in the front in order to use the phone.

## TUTORING

Each teacher schedules tutorial times for his or 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 organizer. 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, knives (including pocket knives and kitchen knives), fireworks, chemicals, lighters, laser pointers, bullets, and matches. **Skateboards are prohibited.** Please do not have any balloons or flowers delivered to the school. These items disrupt the learning environment. **Also, please refrain from bringing food and/or drinks into the cafeteria or gym before/after school.**

## VISITORS ON CAMPUS

Visitors are welcome. Upon entering the school, visitors must sign in at the main office and obtain a visitor's badge which is **visibly** worn on the chest area before continuing to other locations in the school building. A valid driver's license may be required to sign in. *Please also see FISD Visitor on Campus-V-Soft Procedures.* **Parent/teacher conferences are held by appointment only and scheduled through the office.**

## **VOLUNTEERS**

Friendswood ISD utilizes Volunteer Tracker for managing volunteers. Volunteers are able to select schools where they wish to serve, identify activities that they wish to participate in and will be the first to be notified when volunteer opportunities arise in each of the areas selected.

In an effort to maintain the safety of our students, FISD requires ALL Volunteers/Chaperones to complete an annual criminal history background check. New volunteers seeking approval will need to create a Volunteer Tracker profile and submit an application. Existing volunteers that already have a profile will be asked to renew.

You will need to do a background check if you are any of the following:

- A PTO/Booster Club officer or a committee chair who deals with money or merchandise.
- You would like to volunteer/chaperone for a school sponsored event or activity where you will have direct contact with students. This can include field trips, guest readers or volunteers assigned duty with a group of students.

## **WHITE/BLUE DAY SCHEDULE**

The Wellness/Fine Arts schedule is on alternate days. Students will participate in one area on WHITE days and the other on BLUE days.

### **ART**

Students will utilize a variety of materials and techniques and gain exposure to artists, artwork, and culture. Working with many creative processes, students will acquire knowledge to solve problems in art and other subject areas in their everyday life.

### **MUSIC**

All students will participate in music classes. They will learn music through a variety of lessons including recorders, dulcimers and dance.

### **WELLNESS**

Students will need to wear appropriate shoes and clothing for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must take a written excuse to the nurse's clinic before school. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation. The FitnessGram physical fitness assessment will be offered to all 4<sup>th</sup> and 5<sup>th</sup> graders in FISD. It is an assessment designed to establish a baseline of a healthy fitness zone from which students can set goals and check their progress (non-competitive) to plan for lifelong physical activity and to maintain and improve their fitness level. Health-related fitness assessment measures student's aerobic capacity, muscular strength/endurance, flexibility and body composition. A copy of the Fitness Gram will be sent home to the parents. FISD remains diligent in adhering to all state/federal P.E. requirements.