

Friendswood
Independent School District
2011 - 2012
Student Handbook

WESTWOOD ELEMENTARY

ADOPTED BY THE FISD BOARD OF TRUSTEES

ACKNOWLEDGEMENT

Dear Student and Parent:

The Friendswood Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student's school. Thank you.



We acknowledge that we have received the FISD Student Handbook and Student Code of Conduct for the 2010-2011 school year. We understand that student's will be held accountable for their behavior and will be subject to disciplinary consequences outlined.

Student's Name: _____
(Please print)

Student's Signature: _____ Date: _____

Parent's Name: _____
(Please print)

Parent's Signature: _____ Date: _____

School: _____ Grade Level: _____

Facsimile
Do not return this copy.
Returnable copy in First Day Folder.

PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Friendswood ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about admission, attendance, and conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Friendswood public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

REQUIRED LEGAL NOTICES

Nondiscrimination: Friendswood ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinators office is located at 302 Laurel Drive and can be reached by telephone by calling 281-482-1267.

The Section 504 Coordinator for the school district is Sherry Green, whose office is located at 108 E. Shadowbend and who can be reached by telephone by calling 281-482-0687.

Asbestos Statement

Compliance with federal and state asbestos regulation: Should you desire to review the asbestos management plan for Westwood Elementary, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions about this federally mandated program, please contact David Sanders at 281-482-2744.

E.P.A. Regulation

It is the policy of F.I.S.D. to occasionally spray for pest control. For information concerning scheduling and chemicals involved please call 281-482-2744.

Family Educational Rights and Privacy Act: The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during

regular office hours, from 8:00 a.m. to 4:30 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information.
- The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. **You have 10 school days after you receive this**

Handbook to tell the principal in writing what information you do not want released.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

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

The Friendswood School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order termination of these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school business hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 302 Laurel Drive, Friendswood, Texas 77546. The address of the principals' offices are: Cline Primary, 505 Briar Meadow; Westwood Elementary, 506 W. Edgewood; Bales Intermediate, 211 Stadium Lane; Windsong Intermediate, 2100 West Parkwood; Friendswood Junior High, 402 Laurel Drive; Friendswood High School, 702 Greenbriar.

Parent of a minor or a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Trustees; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist or School Resource Officer); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or employees, agents of cooperatives of which the District is a member, or of facilities with which the District

contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan (IEP); (3) compiling statistical data; or (4) investigating or evaluating programs. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records that only contain information about an individual after he or she is no longer a student in the district do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parent or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

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

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized

activities and sports, weight and height of members of athletic teams and dates of attendance, awards received in school, and most recent previous school attended.

The district's complete policy regarding student records is available from the principal's or superintendent's office.

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

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

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

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

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

• *Receive notice and an opportunity to opt a student out of–*

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

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;

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

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

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

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

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

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

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

Alert Action Steps

If the RSO is a parent:

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

If the RSO is not a parent:

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

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

False Matches:

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

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

Political affiliations or beliefs of the student or the student’s parent.

Mental or psychological problems of the student or the student’s family.

Sexual behavior or attitudes.

Illegal, antisocial, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom the student has a close family relationship.

Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or parents.

Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

Any survey concerning the private information listed above, regardless of funding.

School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.

Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

As a parent, you also have a right:

To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed. These records include:

- Attendance records,
- Test scores,
- Grades,

- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence in policy EC.]

To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

FRIENDSWOOD ISD
WESTWOOD ELEMENTARY
PARENTAL INVOLVEMENT POLICY

Westwood Elementary recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners. Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children.

This school, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, Westwood Elementary supports the development, implementation, and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

Communication between home and school is regular, two-way, and meaningful.

Responsible parenting is promoted and supported.

Parents play an integral role in assisting student learning.

Parents are welcome in the school, and their support and assistance are actively sought.

Parents are full partners in the decisions that affect children and families.

Community resources are made available to strengthen school programs, family practices, and student learning.

Parents will be involved in the process of setting goals, determining practice and making decisions through representation in the Campus Improvement Committee.

The schools support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The schools also recognize the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Westwood Elementary's staff believes that engaging parents is essential to improved student achievement and is committed to this goal.

FRIENDSWOOD I. S. D.

TITLE ONE 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 One program, the following activities will be offered.

1. An annual meeting of Title One parents will be held to inform parents of their school's participation in Title One, to explain the Title One Parental Involvement Policy, and to review parents' rights to be involved in Title One activities.
2. An opportunity will be provided to Title One parents to become involved in Title One planning, review, and improvement efforts.
3. Parents of Title One children will be provided with:
 - a. timely information about Title One 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, and
 - 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 One parental involvement will be coordinated and integrated with those opportunities offered through other programs to the extent feasible and appropriate.

No Child Left Behind Act of 2001 (NCLB)

The following notice is one of several that all parents of students attending our school will receive regarding requirements of the federal *No Child Left Behind Act (NCLB)*. The notice informs you of your right to request the qualifications of your child's teachers. According to *NCLB*, you will be reminded of your right to request this information each school year. If you request this information, you will also be told about the qualifications of any paraprofessional who may be helping your child learn certain skills.

You are being given this notice because *NCLB* established a new definition of "highly qualified" for teachers of core academic subjects, which include English, reading/language arts, math, science, foreign language, social studies, art, music, and drama. All teachers of core academic subjects must meet the new federal requirement by the end of the 2005-2006 school year.

Our state has always been a leader in setting high standards for the licensing of teachers and our school district works hard to bring qualified, fully licensed teachers into our classrooms. *NCLB* gives you the "right to know" about the qualifications of your child's teachers and our school district has changed its requirements to meet the new federal definition.

Currently, our records indicate 100% of our teachers of core academic subjects meet the new definition for being "highly qualified":

I am confident in the ability of our faculty to provide the highest level of instruction for all students as we work toward implementing and attaining new federal and state requirements. As always, I appreciate and encourage your continued involvement at school and support of your child's education.

Friendswood ISD
Annual Parent Notice
Right to Request Teacher Qualifications

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

GENERAL INFORMATION

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child 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.

Admission, Release, 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.
 - 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.
 - 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:

- * 90 percentile on the Texas Tech Kindergarten Test.
 - * Pass the First Grade fall screening portion of the DRA/PAPI
 - * Developmental Age of 6 - 6 1/2 on the Gesell
 - * 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.

Attendance Zones

The Board of Trustees has established geographic boundaries for each school, and students generally must attend the schools in the zone for their street address. You can make a written request for your child to attend a particular school and will have a chance to explain to the superintendent why you think your request should be granted. The superintendent will make final decisions on which school a child attends.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students through the receptionist's office. Parents cannot 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 should go to the principal's office and sign the child out. The teacher will send the child to the receptionist's office, and she or he will be released to you at that time.

Please note the following: If any person other than the parent is to pick up the child, the child must have a statement, in writing, from the parent specifying the information. The emergency contacts on the school records have the ability to pick up the child without the 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.

No transportation changes may be made by phone, fax, or email.

Reminder: a note must be sent with your child at the start of the day by the parent regarding changes in transportation for the importance of the safety of the child's release.

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.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive. School officials enforce the state compulsory attendance laws.

Following any absence from school the student must bring a written statement from the parent explaining the absence. A note from the parent or guardian must be presented to the attendance office within three (3) days of the students return to school. **If the written statement is not brought by the third day, the absence will be considered unexcused (see Code of Conduct).**

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be counted as having attended school if the student returns a note from the health care provider stating the date and time of the appointment.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Perfect Attendance Awards: Certificates will be awarded each 9 weeks to students with perfect attendance and no unexcused tardies.

Attendance and Credit

Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year.

Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard, the committee can award credit or tell the student what additional work or time needs to be completed in order for the student to get credit for the grade level or course.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

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 leaving or arriving at school 20 minutes before or after the bell ending or beginning the school day.

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. This attendance documentation will be kept in the V-Soft System and in hard copy by the campus designee. 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.

Excused Absences: Absences documented as excused include

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

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

Unexcused Absences: Absences documented as unexcused include:

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

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

Truancy:

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:

- 0 – 3 Part of Day Absences in a Year: No action Taken
- 4th Unexcused Part of Day Absence: Disciplinary action (after school detention) will be incurred on the 4th unexcused part of day absence and every unexcused part of day absence thereafter until the end of each nine weeks.
- On the 15th Part of Day Absence in a School Year: Possible truancy charges may be filed.

Tardy Policy

The school regards punctuality as essential to the successful operation of a learning program. Persistent tardiness to school causes distractions and interruptions to the learning process, which are detrimental to the student involved and to his classmates. Disciplinary action (lunch detention/after school detention) will be incurred on the fourth (4th) unexcused tardy and every unexcused tardy thereafter until the end of each nine week period.

Requests For Assignments

When a student is ill and is absent two or more days, a request to pick up assignments may be made. Please call the school office before nine o'clock to make the request and allow a full day before picking up assignments. Students have one day for each day absence to make up work.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the FUSD Student Code of Conduct. The 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 kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

Dress and Grooming Code

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. **The principal makes decisions about dress and grooming violations.**

1. Shorts and split skirts of a modest length and fit (approximately mid-thigh, loose fitting, and hemmed) may be worn by students as designated by the building principal. Bicycle shorts may only be worn if another pair of shorts or skirt is worn over them.
2. Dresses and skirts should be no shorter than approximately mid-thigh length and of modest fit.
3. Students are not permitted to wear see-through clothing or to have midriff areas exposed.
4. Students must wear safe, appropriate shoes at all times. Shoes with wheels/rollers are not allowed.
5. Clothing normally considered as undergarments (muscle shirts, tank tops and the like) are not permitted to be worn as shirts. Spaghetti strap shirts may be worn over another t-shirt.
6. Extremely sloppy or torn clothing is not permitted.
7. Modes of hair design and color that detract from the learning process shall not be allowed.
8. No hats or caps will be worn inside the building except during special school events.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the guidelines and dress code set above.

Sexual Harassment

We prohibit students from sexually harassing other students and from sexually harassing employees. Engaging in sexual harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object.

If you or your child have a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee, do not hesitate to contact the school principal or the Title IX coordinator whose name appears at the beginning of this Handbook. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual comments to or engaging in sexual or other inappropriate conduct or contact with

your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of sexual harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Educational Rights and Privacy Act) protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the actual discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

Your child's principal can give you a copy of the entire sexual harassment policy and complaint process and will be glad to answer any questions you may have about this subject.

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.

Pledges of Allegiance and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Prayer and Meditation

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

CURRICULUM AND PROGRAMS

General Curriculum Information

FISD operates a PPCD—12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (PPCD—grade 3), middle school (grades 4-6), junior high (7-8), and high school (grades 9-12).

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: FISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact the Executive Director of Special Education at 281-482-0687, or your principal to receive full information about our special education programs.

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.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your assistant principal to receive full information about the school's Section 504 program.

English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

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

Gifted and Talented Students: The Gifted and Talented Program at Westwood has two components, the regular classroom and the G/T classroom (pull out). In the regular class, a number of students are grouped so that the classroom teacher may accelerate the curriculum when appropriate. The regular classroom teacher has an identified interest in G/T curriculum and has made a commitment to additional training in that area. He/She also consults frequently with G/T teacher. The G/T teacher works with the regular classroom teacher and also pulls the students for sessions each week. In the G/T class, enrichment is provided through general exploration, group training, and individual and small group investigation of real issues and problems. The G/T teacher also monitors acceleration of curriculum in the regular classroom and provides support where needed.

Supplemental Reading Program (SRP): Westwood Elementary provides early reading intervention through SRP to students who experience difficulty in acquiring reading skills. Consideration for placement in this program is reviewed by the S.A.T. (Student Advisory Team) committee.

Early Childhood Program (ECP): Westwood Elementary hosts the FISD Early Childhood Program. It is designed to provide our youngest students with the opportunity to gain fundamental skills for learning. ***ECP 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, qualify as a student needing special education services (PPCD age 3-5). ***ECP Students*** must also be 4 years old on or before September 1 of the year they enroll. (PPCD students may become eligible as of their 3rd birthday)

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

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

Contact Person: School Counselor

Phone Number: 281-482-3341

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Persona de contacto: Aconsejera escolar

Número de teléfono: 281-482-3341

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'll 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're 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.

Westwood Elementary

Character Contract

Being The Best Me I Can Be!

It is important for everyone to show good character. Good character means that trustworthiness, respect, responsibility, fairness, caring, and citizenship are used everyday, all the time, even when nobody's looking so that you can be the best person you can be!

A contract is a promise. We urge each child to promise to follow our Westwood Elementary School Pledge and sign this contract.

Parents and Guardians, please discuss the Pledge with your child(ren) and process with them what it means.

Westwood School Pledge

I will make good choices today.

I will respect myself, my teachers, and others,

And give my best effort in all I do.

✂-----

“I promise to use good character and make good choices at Westwood Elementary every day.”

☐ Student Signature: _____

“I promise to help my child(ren) make good choices and reinforce Westwood’s Character Building efforts in whatever ways I am able.”

Parent/Guardian Signatures: _____

Westwood Elementary is a Texas School of Character

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Testing and Assessment Programs

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

- STAAR Reading and Mathematics Grade 3
- PAPI (Phonemic Awareness and Phonics Inventory) Grades K - 2
- DRA (Developmental Reading Assessment) K-3
- RPTE - Required of Limited English Proficient students by the state Grades 2 & 3
- ITBS (Iowa Test of Basic Skills) Grade 2
- OLSAT (Otis Lennon School Ability Test) - Kindergarten

Grading and Report Cards

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 talk with the teacher. Report cards are issued at the end of each nine weeks. Progress reports are sent midway through each nine weeks to students who are failing or in danger of failing.

Kindergarten: E, S, N, U for conduct and a developmental checklist with

- ✓ Showing Mastery
- + At Expected Levels
- Experiencing Difficulty

1st grade: E, S, N, U for conduct and a developmental rubric with

- 4- Exceeding Grade Level Expectations
- 3- Meeting Grade Level Expectations
- 2- Making Progress Toward Mastery of Grade Level Expectations
- 1- Experiencing Difficulty

2nd and 3rd grade: All core subjects will have numerical grades, while the other subjects will be scored with E, S, N, or U.

90-100	Excellent	E- Excellent
80-89	Above Average	S-Satisfactory
75-79	Average	N-Need Improvement
70-74	Passing, but below average	U-Unsatisfactory
69 & Below	Failing	

Homework

Homework will be assigned to develop/strengthen skills and use 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 daily. Homework is typically sent home with the children when:

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

Promotion, Retention

Students in grades K and 1 are promoted based upon a demonstration of mastering the curriculum as indicated by a preponderance, or majority of mastery items indicated on the report card. Students in Grades 2 and 3 are promoted based on their mastery of the knowledge and skills that will let them be successful at the next grade level.

Promotion is based on achievement. In order to be promoted to the next grade, a student must have a combined average of at least a 70 for content area classes. Additionally, the student must have a 70 average in each of the following classes: math and language/arts. If a student fails to meet the criteria for promotion, a Grade Placement Committee will determine placement or retention.

Library/Media Center

The library is an integral part of a child's learning experience. All types of instructional and educational materials are available. Students will have the opportunity to check out books, listen to stories from various literatures, and receive instruction in library skills. Library books are to be returned prior to checking out more books.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Physical Education

When participating in P.E., girls may wear shorts under their dresses if they choose. No child will be allowed to take part in some of the activities unless they have tennis shoes. This is for the safety of your child. They may wear other shoes and bring tennis shoes to change into before going to P.E. If your child is ill and unable to participate in P.E., please send a note to the P.E. teacher. P.E. teachers welcome your child to their Physical Education class. They are looking forward to a year of developing physical awareness, healthful motor skills, positive attitude toward physical education, and good sportsmanship.

In reaching P.E. goals, activities for the year could include basic skills in ball handling, gymnastics, volleyball, soccer, softball and aerobics, group games, running daily exercises and the Fitness Gram.

P.E. grades will be based on a child's cooperation, participation, and conduct rather than on his/her athletic ability.

The Fitness Gram physical fitness assessment will be offered to all 3rd 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 students' 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 and federal P.E. requirements.

Technology Program

Our program is an educational setting, which produces technologically capable students. There are six categories that make up our framework. They are concepts and operations, productivity tools, communication tools, research tools, problem solving and decision-making, and social issues. Teachers use this framework to plan and provide technological activities for students to prepare them to make informed decisions about technology in their lives.

Educational Technology and Acceptable Use

We are steadily acquiring computers for school use and access to other instructional and research resources through connections to the Internet and the World Wide Web. These electronic instructional resources are for use at school and for school-related purposes. Before your child is permitted to receive a User Identification and password to use school computers, you and your child must sign a User Agreement that explains acceptable and unacceptable use of school educational technology. You will have the choice to prevent your child from having access to the Internet on school computers

Friendswood Independent School District
Policy for Acceptable Use of Computers and Networks
Student Policy

The following policy for acceptable use of computers and networks, including the Internet and e-mail, applies to all Friendswood

Independent School District (ISD) students.

Friendswood ISD Electronic Communications Systems

The Friendswood ISD electronic communications systems consist of desktop workstations, laptops and portable computers, file and application servers, network routers and switches, and a variety of peripherals and accessories. The Friendswood ISD Policy for Acceptable Use of Computers and Networks refers to, covers, and protects these items in part or in whole, including laptop and portable computers taken outside district property and beyond district content filtering.

The Superintendent or designee will oversee the district's electronic communications system. The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. Friendswood ISD staff shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes. Training in the use of the district's systems will emphasize the ethical and safe use of these resources.

System Access

- 1) Access to the district's electronic communications systems, including the Internet, shall be considered a privilege and not a right, and therefore may be revoked for just cause
- 2) Use of district systems, including internet use, email messages, and conferences are not considered private and may be monitored by district staff and subject to open records requests
- 3) All users are required to acknowledge receipt and understanding of all administrative regulations governing use of the district's electronic communications systems and shall agree in writing to comply with such regulations and guidelines.
- 4) Noncompliance with applicable regulations may result in disciplinary action consistent with district policies and regulations, including but not limited to revocation of access to the district systems in part or in entirety. Violations of law may result in criminal prosecutions.
- 5) Access to the district's electronic communications systems, including the Internet, shall be made available to students for instructional purposes and in accordance with regulations.
- 6) Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks. Any attempts to harm or destroy the information or data of another user may result in the immediate cancellation of the user's access and privileges

- 7) Users shall not let anyone else use their name, logins, or passwords except by or with the approval of authorized staff members. Users shall not use or try to discover another user's logins or passwords. Users shall not communicate using a false identity.
- 8) Users shall not utilize the district's electronic communications systems in any way that disrupts the use of any computers or networks by others.
- 9) System users may not gain or attempt to gain unauthorized access to resources or information.
- 10) Friendswood ISD filters internet and email content in accordance with the Children's Internet Protection Act (CIPA). Users shall not attempt to bypass or disable district content filters.

Acceptable Use

- 1) Students will not distribute personal information about themselves or others by means of the electronic communications systems except under the strict supervision of a district employee and with prior approval from a parent or guardian.
- 2) All users of Friendswood ISD's computers and networks are expected to abide by the generally accepted rules of network etiquette and the student code of conduct. Users shall not attempt to send or receive any communications that are inappropriate or harmful to individuals or groups or in violation of federal, state, or district regulations. This includes, but is not limited to
 - a. Copyrighted material
 - b. Inappropriate language
 - c. Threatening or racist material
 - d. Obscene, pornographic, or sexually oriented material
 - e. Commercial material or product advertisements
 - f. Political lobbying
 - g. Illegal activities
- 3) In order to protect and reserve bandwidth and other resources for educational use, students (including those who are in a school building before or after school) may not:
 - a. Download software (i.e. a program), regardless of educational purpose.
 - b. Download any file without prior teacher approval.
 - c. Play interactive web games without prior teacher approval.
 - d. Participate in chat rooms or instant messaging applications.
 - e. Browse the Internet without a curriculum objective and supervision of a district employee.
 - f. Print anything not required by the curriculum.
- 4) At no time, during or after school, are students to use the Internet as a reward or to fill free time. Use is only for curriculum objectives.

- 5) Users shall not install, transfer, or make unauthorized copies of software or documentation without permission from Technology Services.
- 6) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code or virus designed to self-replicate, damage, or otherwise hinder the performance of any network or computer.

Email

- 1) Students are not permitted to access personal email accounts using district computers or networks, regardless of educational purpose.
- 2) Friendswood ISD staff may arrange for email, electronic communications, and electronic storage accounts for students from an outside vendor 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. These accounts shall be secured so that they are not able to send or receive communications or data other than from accounts belonging to the class/group for which these were provided.
- 3) Messages and data in violation of this or other district policies may be archived and/or deleted without notification.

Disclaimers

- 1) Friendswood ISD and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, and intrusion by computer virus, or service interruption.
- 2) Use of any information obtained via network access is at the risk of the user, and Friendswood ISD specifically denies any responsibility for the accuracy or quality of the information obtained.
- 3) Friendswood ISD cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- 4) Friendswood ISD is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or for costs incurred by users through use of Friendswood ISD's electronic communications systems.
- 5) The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications systems.

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

PRINTED Student Name _____

Student Signature _____

School _____

Date ____/____/____ Grade _____

Facsimile
Do not return this copy.
Returnable copy in First Day Folder.

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

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

PRINTED Parent Name _____

Parent Signature _____

Date ____/____/____

OF SPECIAL INTEREST TO WW PARENTS

Arrival and Dismissal times

At Westwood Elementary the school day begins at 8:00 a.m. **A student will be considered tardy after 8:00 a.m..** The first minutes of each day are very important and every effort should be made to be punctual. Breakfast is served daily at the WW cafeteria for all WW-Bales students from 7:30AM – 7:50AM.

Dismissal at the end of the day begins at 3:00 p.m..

Traffic at Westwood-Bales

A traffic problem often exists during the arrival and dismissal times. Several steps have been taken to remedy this situation.

1. Please do not block intersections, drivers, or school entrances.
2. We need your help in providing a safe loading and unloading zone for your children.
3. 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, fax, or email.

BEGINNING AT 7:30 A.M. , STUDENTS MAY BE DROPPED OFF AT THE FRONT OF WESTWOOD OR BALES, OR ESCORTED BY AN ADULT FROM THE BUS PARKING LOT (BEHIND WESTWOOD).

AT 3:00 PM DISMISSAL, THE BUS PARKING LOT (BEHIND WESTWOOD), WILL LIMITED TO BUS TRAFFIC ONLY.

DO NOT ALLOW YOUR CHILD TO WALK IN ANY OF OUR PARKING LOTS UNESCORTED.

ALL WESTWOOD STUDENTS WILL BE PICKED UP IN THE FRONT OF WESTWOOD.

BALES STUDENTS MAY BE PICKED UP IN THE FRONT OF BALES.

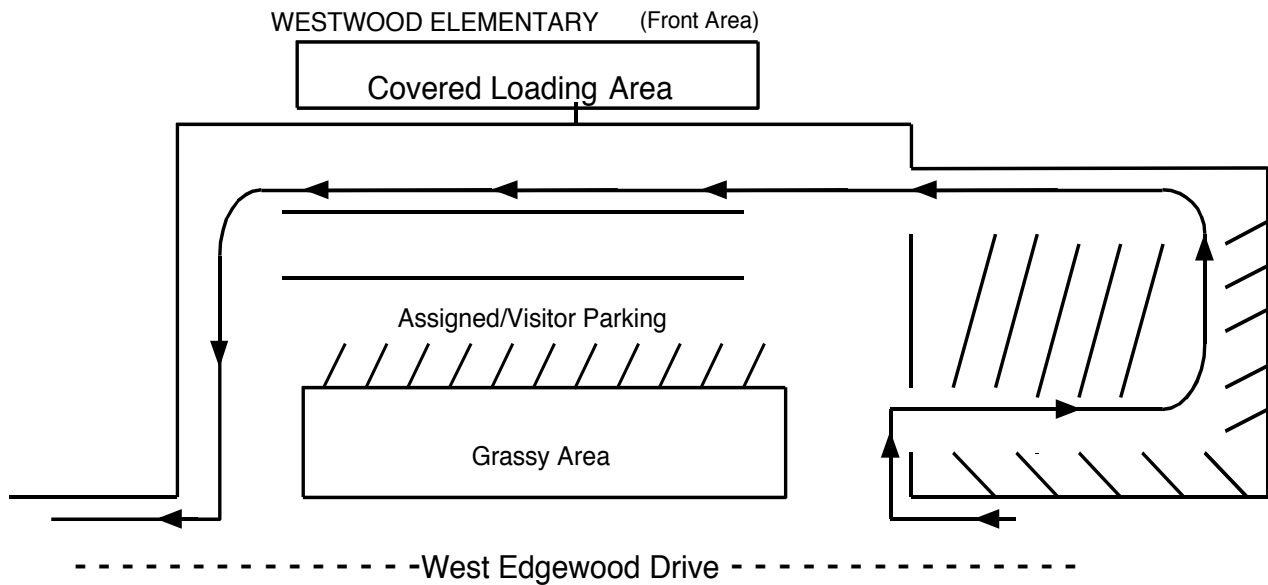
BALES STUDENTS WHO HAVE A WESTWOOD SIBLING WILL WALK TO WESTWOOD AT 3:00 PM TO BE PICKED UP WITH THEIR YOUNGER SIBLING AT THE FRONT OF WESTWOOD.

WW-BALES STRONGLY ENCOURAGES ALL STUDENTS TO RIDE THE BUS.

- A. Please observe the loading/unloading (pick-up/drop-off) lane - one lane against the curb.
- B. At WW leave the center lane for moving traffic ONLY.
- C. Pull your car up as far as possible in your lane for loading and unloading.
- D. The speed limit in all student-loading zones is 5 miles per hour.
- F. Be aware of crossing guards and crosswalks. Do not stop in a crosswalk area.
- G. During the hours of arrival (7:30-8:00 a.m.) and dismissal (2:45-3:15 p.m.), please **do not leave your car unattended at the curb/fire zone.**
- H. Please be aware that children are often unpredictable.

4. Bus lanes are for buses ONLY. Please do not park in this area.

- 5. Please respect all red fire zones. Do not leave your car unattended in these areas.
- 6. Please pick your child up promptly at 3:00 p.m. Teachers have team meetings and preparations to make for the next day and cannot stay with your children after school.
- 7. Visitors and parent volunteers should use the main parking area and enter the school at the left main entrance, which faces Edgewood Drive.
- 8. Upon arrival, WW students will go to the gym and sit in class lines.



FORM A SINGLE LINE FOR PICK-UP AND DROP-OFF. OUTSIDE LANE FOR TEACHER TRAFFIC TO PARKING SPACES. THANK YOU!

For your child's safety, WW students will not be permitted to bike or walk home without adult supervision or an older sibling.

Smoking

Smoking or the use of tobacco products on school property or at any school related or school sanctioned activity, on or off school property, is prohibited.

Messages and Telephones

Messages and deliveries from home are to be left at the receptionist's desk. Students will be called out of class only in an emergency. Students may use the telephone with the permission of their teacher or an administrator for appropriate reasons .

Textbooks

Textbooks are furnished by the state and are issued at the beginning of the year. Students who lose or damage a book that is assigned to them will be expected to pay for it. All assigned textbooks must be covered.

Care of School Property

Students are responsible for the proper care of all books, supplies, 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.

Unauthorized Items Brought to School

Westwood Elementary desires to give your child the best in academic instruction with as little distraction as possible. The students are not allowed to bring items to school that could be dangerous, or that will distract or disrupt. Such items as skateboards, MP3 players, cell phones, and other toys are examples. In special instances the teacher may give permission for specific items to be brought for a special event. Unauthorized items will be taken up and the parent will have to come to get them. The school will not be responsible for the loss or damage of items brought to school.

Lost, Damaged, or Stolen Personal Items

We ask that you 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 and in a box. All items not claimed by June 1 will be donated to charity. **It is important that 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.**

School Supplies

A supply list has been furnished for your child either in the report card at the end of last school year or at the time of new student enrollment. Some of the items on this list may need to be replenished from time to time during the school year.

Food of Minimal Nutritional Value - FMNV

A child Nutrition policy was developed by the Texas Department of Agriculture in 2002 prohibiting serving Food of Minimal Nutritional Value at school. Elementary classrooms may serve one nutritious snack per day - not during lunchtime and under the teacher's guidance. Refrain from using candy or food as a reward.

Teachers may provide a nutritional snack in the day during noncompetitive hours. Teacher may use food for instructional purposes as long as the food items are not considered FMNV's or candy. Please be very sensitive to any food allergies students in your classroom may have.

This policy does not apply to: school nurses dispensing FMNV's to students, special needs students as noted in the IEP, and the three school party celebrations. Field trips are also exempt from this rule.

Parties and Birthdays

There are three approved parties during each school year. No other parties will be allowed during school time. This includes any kind of party honoring teachers or any other school personnel. The three parties are:

1. Great Pumpkin Day Party
2. Winter Party
3. Valentine's Day Party

Teachers or students may not send home party invitations to other students. Please refer to your class list to contact parents for parties from your home or by mail. Westwood recognizes birthdays each morning during daily announcements, and students will also receive birthday pencils. We ask that birthday celebrations be spent with the family. Birthday gift deliveries are not permitted during school hours as it distracts from the learning environment.

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.

Field Trips

If a parent decides to drive his/her child to and from a field trip destination rather than allowing the child to ride the school bus, the parent must:

1. Inform the teacher by sending a written note prior to the trip.
2. Sign the child out at the receptionist's desk prior to leaving on the trip.

Volunteers

Westwood values our volunteers. They are an integral contribution to our success. You are encouraged to visit your children's schools; however, all visitors/ volunteers are required to comply with our policy requiring **all** visitors/volunteers to go first to the receptionist's office to sign in, produce appropriate identification, state purpose for visit, and obtain a visitor's/volunteer's badge. We have this policy for the safety of your children and our staff. Conferences are required to be scheduled in advance and we expect parents to be professional in their dealings with school personnel.

Volunteers are to be scheduled in advance of date and time by the teacher. The receptionist will conduct verification of schedule before volunteers are allowed to proceed to their destination. We prefer that no pre-school children accompany parents who are volunteering in the school hallways thereby maintaining a quiet school learning environment. We value and appreciate our volunteers. Be sure to sign up if you would like to volunteer your time and/or services.

Visitors

We welcome visitors and encourage you to attend school events as well as enjoying lunch with your child in our Character Court. If you desire to observe your child at any other time during the day, please schedule with an administrator. Observations may not exceed 45 minutes. Our goal is to honor classroom instructional time and monitor student safety. Administrators may accompany visitors to the classroom. We encourage you to be involved in your children's education and knowledgeable about their progress.

Parent Teacher Organization (P.T.O.)

The P.T.O. is an exceptionally strong supportive arm for the faculty and staff. Their time and financial support have made our school exemplary. We encourage you to join our Parent-Teacher Organization and to become involved as you are able. Meetings are typically held on the first Fridays of the month.

Cafeteria / Lunch

Students may bring their own lunches and milk and/or juice may be purchased. Children should be able to open all containers. Plastic flatware and a napkin should be sent with lunches.

Hot plate lunches are available every day in our cafeteria with milk included. Students use a lunch debit system with PIN numbers. Students may contribute to their accounts any morning with cash or check. When contributing to your child's account with a check, please have child's name, teacher's name, and cafeteria listed in the memo portion of your check.

It is recommended that each student have an ongoing balance for daily use and/or emergencies (leaving a sack lunch at home, etc.) Parents may access their child's meal payment balance online and add money to the child's account using a Visa or MasterCard. Simply go to <http://friendswood.revtrak.net> and click on the Meal Payments option. Enter the student's name, ID number, and payment amount. Check out to complete the payment process. Any remaining funds will be "rolled over" to the next year. The district participates in the National School Lunch Program and offers free and reduced price meals. This is based on a student's financial need. Information about this program may be obtained from the school office.

We welcome you to come to school to eat lunch with your child in the Character Court (friends may not be invited for safety precautions). You may purchase a lunch in the cafeteria or bring in a lunch to share with your child. FMNV law requires that you feed your child only. Once lunch has ended students are required to join their class on time and parent good-byes are to be made in the Character Court.

Children can be removed from the campus during lunch period only by following the established procedure of signing the child out from the receptionist's office. Students are expected to return on time to class with their classmates.

Foods of Minimal Nutritional Value (FMNV)

Due to state law, parents are only allowed to send and or bring food for their own child.

Student Illness or Injury at School

For the protection of all students the following health rules have been established 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:

Readmission criteria

- | | |
|------------------------------------|---------------------------------------------------------------------------------------|
| 1. Fever | Be free of fever for 24 hours without Tylenol/Advil |
| 2. a. Strep Throat & Scarlet Fever | Be on antibiotic for 24 hours and be free of fever for 24 hours without Tylenol/Advil |
| b. MRSA | May return 24 hours after antibiotic has begun |
| 3. Pink eye | May return 24 hours after antibiotic has begun |
| 4. Chickenpox | Until all sores are scabbed over, but not more than 7 days from outbreak |
| 5. Head Lice | Have been treated and are lice free with school nurse approval |
| 6. Impetigo | When treatment has begun and sore must be covered |
| 7. Scabies | When treatment has begun |
| 8. Influenza (flu) | When fever subsides 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.

Student Illnesses

For the protection of all students, the following health rules have been set up. A child should not come to school with and/or cannot remain in school with:

1. Fever of 100 degrees or over
2. Rash or weeping sores
3. Vomiting
4. Diarrhea
5. Red, discharging eyes
6. Any illness making him feel too badly to participate

It is recommended that students be free of fever, diarrhea and vomiting for 24 hours before returning to school.

A student having any of the above symptoms before school should stay at home for observation and care. There are limited facilities for putting students to bed. This is only until arrangements can be made for him/her to go home. Students who have

been absent from school because of a communicable disease or illness are required to bring a doctor's statement authorizing return to school. Also, if an illness or injury causes the student to miss three consecutive days of school, a note from the doctor authorizing return to school is requested.

The school nurse is not in a position to diagnose or treat illnesses. For questions about diagnosis or treatment, a medical doctor should be consulted.

Medication

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request for the administration and provide only the doses to be administered at school in the original prescription bottle. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine, we do not permit students to carry their own medications and self-administer.

To comply with Texas State Law and the local F.I.S.D. school board policy, the following restrictions apply to the taking of medications by students while at school:

1. All medications are to be brought to and kept in the school clinic.
2. Prescription and non-prescription medicine must be approved by the Food and Drug Administration and in its original container. Prescription medicine must be in a container with the pharmacy label, written in English, specific for that student.
3. Non-prescription medicine labels (including food supplements, herbal preparations, nutritional supplements or other alternative therapies) must include all of the following:
 - a. Indications for usage
 - b. Dosage appropriate for age and weight
 - c. Active and inactive ingredients
 - d. Side effects/warnings

Try to schedule medications to be taken at home, not at school. Legal factors limit school employees in the administration of medication - including aspirin. If it is necessary that the nurse administer medication during school, 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.

Immunization

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 (chicken pox) - 1 dose given after 1st birthday, or documentation of date in which child had chicken pox disease

Hepatitis A - 2 doses recommended for all entering Kindergarten

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 well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long 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.

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 and the Texas Department of Health: www.tdh.state.tx.us.

Screenings Your Child Will Receive While in School

The State of Texas requires the school nurse to screen your child's vision, hearing, and acanthosis nigricans. The vision screening is done with an eye chart at 20 feet away. A referral is sent home if the child's eye sight is less than 20/30 in one or both eyes in Kindergarten, First, and Second grade, and less than 20/20 in one or both eyes in Third grade. The hearing screening is done with a calibrated audiometer. Both ears are tested on every student. If a student does not pass the first screening, they are screened once more before notifying parents. Acanthosis Nigricans is a visual screening that appears as a skin condition. This screening is done on first and third graders. Acanthosis Nigricans screenings can help identify persons who have high insulin levels and who may be at-risk for developing Type 2 diabetes. Parents will be notified by the school nurse if your child is having difficulties in any of the above areas.

Emergency Procedures

The safety of students and staff at Westwood Elementary is always an important issue. In order to prepare for emergencies, staff and students practice a variety of drills, sometimes as a class and sometimes as a whole school. The following information is provided so parents/guardians will have a better understanding of the various drills and what to expect in case of an emergency.

In the event of an emergency, the school has established an electronic notification system. Parents may subscribe to be notified through email or text message at the principal's "Urgent News" newsflash on the principal's webpage.

Drills

Students, teachers, and other district employees will participate in drills utilizing emergency procedures. When the alarm is sounded, students and volunteers should quickly and quietly follow the directions of teachers or marshals. Drills that are practiced include: fire, bad weather, shelter in place, and lock down drills.

In case of a campus evacuation, Westwood Elementary would be relocated to the First United Methodist Church of Friendswood where parents could check out their child.

In case of an emergency release by the district, all students would be dismissed from the gym. Parents or guardians will need to enter from the back of the building to go to the gym and be prepared to show identification.

Severe Weather

Occasionally, the threat of severe weather makes it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Examples of such problems are rapidly approaching hurricanes, or rapidly dropping temperatures that make freezing rain and road glazing a distinct possibility.

Please be assured that when severe weather is a threat to this area, your school officials maintain a constant watch on changing weather conditions and stand ready to take the necessary actions for the dismissal of school and the immediate return of students to their homes if and when such circumstances warrant.

You, as a parent, can contribute to the welfare and safety of your child by observing the following recommendations:

1. Keep yourself well informed about the development, location, and movement of threatening weather.
2. RECOGNIZE THE POSSIBILITY OF AN EARLY SCHOOL DISMISSAL, WHICH WOULD RESULT IN YOUR CHILD'S RETURN TO HOME AT AN EARLIER TIME THAN USUAL AND BE PREPARED FOR SUCH AN EVENTUALITY. A parent telephone relay system may be implemented.
3. Complete student emergency card with all back-up information.
4. If the severe weather poses a definite threat, feel free to pick up your child at school without telephoning in advance. Unnecessary phone calls will only tie up the lines and delay the process of getting all students safely to their homes. Do be sure, however, that your child is checked out through the school office.
5. Listen to radio stations KIKK, KTEK, KILT, and TV Station KTRH, Channels 2, 11, 13, and 26 for announcements concerning the dismissal or cancellation of school or the time when classes will be resumed if such dismissal or cancellation becomes necessary.
6. FISD website www.fisd12.net

City of Friendswood - Office of Emergency Management

Warning Siren System The Siren Alerting System will be tested on the first Friday of every month at noon. The City of Friendswood has completed the installation of the Siren Alerting System. A total of six sirens have been installed throughout the city that will sound in the event of an emergency such as a tornado or pipeline rupture. Once the sirens have sounded, citizens are urged to stay inside and tune in to their local radio and television station for information. Additional information and updates will be announced on Friendswood Information Radio 1650 AM as conditions dictate. Citizens are asked to remember that they may be contacted via the First Call System with additional information.

Friendswood Information Radio The city of Friendswood Information Radio WPMZ 659 is broadcast at 1650 AM on your dial. NOAA Weather from the National Weather Service is being rebroadcast 24 hours a day. Important local information from the city or school district may be broadcast on 1650 AM.

First Call The First Call System is a telephone-based community warning system that allows the City of Friendswood or school district to contact you via telephone with important information. Citizens with unlisted numbers who wish to be part of the notification system are encouraged to contact the Office of Emergency Management at 281-996-3335 to register their numbers.

If there are any questions, please call the Friendswood Office of Emergency Management at 281-996-3335.