

Friendswood
Independent School District
2010 - 2011
Student Handbook

CLINE ELEMENTARY

ADOPTED BY THE FISD BOARD OF TRUSTEES

JUNE 2010

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: _____

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 Reuben Garza 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
CLINE ELEMENTARY
PARENTAL INVOLVEMENT POLICY**

Cline 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, Cline 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. Cline 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

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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 ten 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. 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 principal'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 a written statement from the parent(s).

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Please inform the office of any legal custody situation procedures for a child. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

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

No transportation changes will be made after 2:15 p.m. No transportation changes made by phone, fax or email will be accepted. Reminder that a note sent by the parent regarding changes in transportation is important to 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 to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office.

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.

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

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 action 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 FISD 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. Students are encouraged to wear hats or caps outside of the building during recess or outside activities.

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 Cline 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): Cline 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 problem solving team.

Kindergarten Intervention Program (KIP): Cline Elementary provides early literacy intervention through KIP to students who experience difficulty in acquiring reading readiness skills. Consideration for participation in KIP is reviewed by the Problem Solving Team. Parent permission is required for participation.

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: 281-482-1201

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: 281-482-1201