

# STUDENT/PARENT HANDBOOK 2011- 2012

***Bales Intermediate School  
211 Stadium Lane  
Friendswood, TX 77546  
(281) 482-8255  
[www.fisd12.net/ba](http://www.fisd12.net/ba)***

**Friendswood Independent  
School District**

***This agenda belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Homeroom No. \_\_\_\_\_

## WELCOME

Dear Student:

Do you know that you are someone young people are watching? There are Westwood students at the campus next door who are four and five years old who believe that **you** are someone to be admired! They want to copy you! And that makes **YOU** a Leader! These little guys want to be just like you. Knowing that, I want to give you the task of being the *best*, positive role model Leader you can be. What does that take? First of all, it means *thinking* before acting. When you make good choices, which involves thinking about each option and consequence, you will be proud of yourself. And when you're proud of yourself, you respect yourself. Speaking of respect, Leaders respect others. Leaders treat others as they wish to be treated themselves. By doing so, you will be respected too. And you care about others and their feelings. Also, Leaders are responsible. They follow through on assignments and tasks given to them. What Leaders say they will do, they follow through and do, which makes them trustworthy. By possessing these traits, Leaders make good citizens.

Are you noticing something here? Leaders possess the six pillars of character. You've been properly trained to be a leader already! So, fourth and fifth graders of Bales, be the leaders of our Westwood/Bales community school. Those young Westwood people are watching and mimicking what you do. You have great power to positively shape a portion of Friendswood, on the way to influencing the world. Reading this handbook and using this organizer give you the guidelines for school expectations and classroom responsibilities. You have the tools, and you know the rules....

Leader, we wish you a most successful year!

Mrs. Hobratschk, Mrs. Perdue, Mrs. Jones, Mr. Whitlock, Mrs. Gruener

**Dear Parents:** In the pages that follow we will let your child know the basic policies and procedures they will need to follow this school year at Bales. Also inserted is important information which must be provided to parents each and every year their children attend public school in the State of Texas. Please read the material carefully and review with your child the sections relevant to their success here at Bales. At the end of this section there is a page for you to sign stating you received this material and have reviewed it with your child. The organizer that follows will be used throughout the year by your child and your child's teacher to communicate important events, dates, and times.

### These people are here to help you:

Principal	Mrs. Lynn Hobratschk
Assistant Principals	Mrs. Liz Perdue and Mr. Lee Whitlock
Counselor	Mrs. Stephanie Jones
Librarian	Mrs. Laura Trelue
Nurses	Mrs. Barbara Steinhauser and Mrs. Kathleen Jolibois
Registrar	Mrs. Mary Ann Sanchez
Principal's Secretary	Ms. April Edwards
Cafeteria	Mr. Lillian Davis

### SCHOOL TIMES AND BUILDING ACCESS HOURS:

Our school hours are 8:00 a.m. until 3:00 p.m. The tardy bell will ring at 8:00 a.m. each day. Office hours

are from 7:30 a.m. until 3:30 p.m. each day unless they are in a supervised special program.

### **ATTENDANCE POLICY**

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

### **Part of Day Attendance Procedures**

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

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

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 re 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

- 4<sup>th</sup> Unexcused Part of Day Absence: Disciplinary action (after school detention) will be incurred on the 4<sup>th</sup> unexcused part of day absence and every unexcused part of day absence thereafter until the end of each semester.
- On the 15<sup>th</sup> Part of Day Absence in a School Year: Truancy charges may be filed.

### **BACKPACKS**

Due to the lack of storage space, backpacks must be a standard size that can hang neatly on the back of students' desks. Additional attachments such as key chains are not allowed on the backpacks. Duffel bags, suitcases or athletic gym bags should be left at home.

### **BICYCLES**

A bicycle rack is located on campus. Students must lock and secure their bikes at all times. For safety reasons, wearing a helmet is recommended, and bikes **must** be walked on campus. Students are not permitted to cut through the parking lot.

**Skateboards are not allowed on FISD campuses.**

### **BUS TRANSPORTATION**

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

### **CAFETERIA**

#### **Breakfast**

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

#### **Lunch**

A regular lunch tray and a snack bar of nutritious snacks will be available. When writing a check for your child's lunch account, include your child's name and your child's teacher's name on the check. **No charges will be allowed after May 1.** A menu will be provided by food service. Our school participates in the federal child Nutrition Programs, which provide free and reduced price lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If your family would like more information about the program or if you have questions concerning your child's lunch please contact the Director of Food Services. Parents may create an on-line account with the food service program by accessing the parent link under food service. **Due to state law, parents are only allowed to send and/or bring food for their own children.**

### **CELL PHONES**

All cell phones must be turned off and remain in student backpacks during school hours and including car and bus loading. Please refer to the district cell phone policy located in the Student Code of Conduct.

### **CLINIC PROCEDURES**

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

### **Wellness Excuses**

Wellness excuses must be brought to the clinic before school. A note from a physician is required for any activity restrictions longer than 3 days.

## **COMMON AREAS**

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

Rules:

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

## **COUNSELOR**

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

## **CONDUCT AND DISCIPLINE**

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

## **CREDIT BY EXAM**

A student may be given credit for an academic subject in which he or she had some prior instruction and a score above 90 percent on a criterion referenced test for the applicable course. Information can be obtained through the counselor.

## **DELIVERIES TO SCHOOL**

Delivery of items (school work, supplies, lunches, etc.) brought to school once the school day begins, will be taken to the classrooms **twice a day**, right before lunch and at the end of the day. Please refrain from having flowers, balloons, etc. delivered to the school. Lunches and lunch money may be left at the front desk, and it will be the responsibility of the student to pick it up on his/her way to the cafeteria.

## **DRESS CODE**

The purpose of our school dress code is to assure that student dress does not distract from the learning environment. Regulations governing campus dress and grooming standards are enforced by the administration, faculty, and staff. Any distracting or disturbing attire, make-up or hairstyle will not be permitted on school property. The following items are prohibited on campus:

1. Hats, caps or inappropriate head coverings
2. House shoes, slippers, or pajamas
3. Skirts and shorts above pinkie length
4. Non-manufactured frayed clothing of any type
5. Clothing resulting in a bare midriff, straps less than a three-finger width, or muscle shirts
6. Oversized ("sagging") pants not belted at the waist
7. Skate shoes/shoes with rollers

Tennis shoes on Wellness Day are required, and shoes must be worn at all times. Clothing with alcohol or drug related logos are not allowed at school. All clothing must be in good taste, and undergarments should be covered at all times.

## **DRUG/NARCOTICS/TOBACCO POLICY**

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

building. Violation of this rule constitutes a serious offense and possible suspension from school. This policy applies to all school sponsored activities as well as the regular school day.

### **EMERGENCY DRILLS**

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

Fire:	Alarm
Severe Weather:	Public Address
Lockdown:	Public Address
Shelter in Place:	Public Address
Return:	Two Whistle Blasts or PA Announcement

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

### **GRADING SYSTEM**

The following scale is used:

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

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, on campus and teacher websites. 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.

### **LIBRARY**

The mission of the Bales school library program is to ensure that students and staff are effective users of ideas and information enabling them to be literate, life long learners. Print and electronic resources are available for student use and pleasure. Fines are charged for overdue materials and payment must be made for lost or damaged materials. For more information about the library rules, policies, special programs, and online resources, check out the library Website <http://www.friendswood.isd.tenet.edu/ba/lib/>

### **LOST AND FOUND**

Students should **check the lost and found box for lost items**. Students are expected to return found items to a staff member. Labeling items with the student's name will help in returning items to students.

### **ORGANIZER**

Organizational skills are an integral part of academic success. The organizer is a key tool which students will be expected to use to record assignments. The organizer is the vital link of communication between teachers and parents. One organizer per student is provided by the school. Lost organizers must be replaced by students for a fee of six dollars (\$6.00).

### **PARENT/TEACHER CONFERENCES**

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

### **PICK-UP/ DROP-OFF**

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.

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

### **PROFESSIONAL QUALIFICATIONS**

Parents of students in Texas public schools have the right to request information regarding the professional qualifications of their child's teachers, including whether the teacher has met state qualifications 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 certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **PROMOTION AND RETENTION**

A student shall be promoted from one grade to the next on the basis of academic achievement. A student must have an overall average of 70 or above in Language Arts (including Reading) and Mathematics and a cumulative average of 70 or above for the school year in order to be **promoted**. 5th grade students are also required to meet the Student Success Initiative guidelines.

### **PTO**

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

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at the end of each nine weeks. They are distributed to the pupils approximately five school days following the end of the grading period. Numerical grades are used to designate a pupil's progress. Progress reports are issued midway through each nine week period. A student is expected to take report cards and progress reports home and have them signed by a parent or guardian, not as evidence of approval, but as evidence of parental acknowledgment. The signed reports should be returned to the designated teacher no later than three days after they were issued. Final report cards for the school year are sent home with students.

### **REQUEST FOR ASSIGNMENTS**

When a student is ill for three or more days, a request for assignments may be made. Please call the office early in the morning of the third day to make the request and plan to pick up the assignments between 3:00 and 3:45 p.m. A student has as many days to make-up work as he/she was absent, but the maximum is five days. **It is the responsibility of the student or parent to request missing assignments.**

## **RESIDENCY**

Students must be residents of Friendswood ISD in order to attend FISD schools. Proof of residency must be provided to the campus registrar at the time of registration. A current utility bill or lease agreement with parent/guardian name and physical address is considered proof. Any person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District for full tuition if the student is not eligible for enrollment. Presenting a false document or record under Section 21.0313 of the Texas Education Code is an offense under Section 37.10, Penal Code. Students found to be residing out of the District's boundaries will be immediately withdrawn from school.

## **SAFETY**

### **Asbestos**

Compliance with the Federal and State Asbestos Regulation: Should you desire to review the Asbestos Management Plan for your child's school, a copy is available in the front office. A copy of the Asbestos Management Plan is also available at the Records Retention Office. If you have questions about this plan contact Reuben Garza 281-482-2744.

### **Pesticides**

It is the policy of FISD to occasionally spray for pest control. For information concerning scheduling and chemicals involved, please contact Reuben Garza, Grounds Safety Coordinator, at 281-482-2744.

## **SALES**

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

## **SEVERE WEATHER**

Occasionally the threat of severe weather, such as rapidly approaching hurricanes, dropping temperatures which can cause freezing rain and hazardous road conditions or flooding, make it necessary to dismiss school earlier than usual in order for buses and cars to be able to travel the normal routes. Listen to radio stations **KIKK, KTEK, KILT, KTRH, and TV station KTRH (Channel 13)** for announcements concerning the dismissal or cancellation of school and the time when classes will be resumed if such dismissal or cancellation occurs.

## **SEXUAL HARASSMENT**

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

## **SOCIAL BEHAVIOR**

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

## **SPECIAL PROGRAMS**

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

**Dyslexia Services:**

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

**Gifted and Talented**

Students are screened each spring for admission to the Gifted and Talented Program. Nominations are accepted from August through January. New students to the district are screened in the fall. Nominations for screening may be submitted by teachers, administrators, and/or parents. Students may be screened only once during an academic year.

**Special Education/504**

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

Special Education is administered through The Individuals with Disabilities Act (IDEA) and involves an extensive assessment process to determine if a student is eligible for services.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation.

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

More information, including referral procedures are available through the counseling office.

**STUDENT PROPERTY**

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

**STUDENT'S LEGAL NAME**

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

**STUDENT SIGN-OUT**

If a student plans to leave during the school day, he/she should bring a note from a parent/guardian to the teacher at the beginning of the day. Parents must come into the building and sign out the student. The front office will then notify the teacher when the parent/guardian arrives. Please allow for this extra time when picking up your child for an appointment. Students will not be called to the front before the parent arrives in order to maximize the student's learning time. Signing a student out for lunch is discouraged and will be marked as an unexcused, part of day absence. When the student returns to school, he/she must sign in at the front office and show confirmation from the dentist or doctor. Students are checked out during the school day for authorized purposes only. Appointments should be made so a student can be in attendance during the day.

**STUDENT SUCCESS INITIATIVE**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 5 Reading and Mathematics tests to be promoted to sixth grade. The

requirements also apply to students served by special education who take the state alternative assessments.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction. Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each Testing Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade and to meet the passing standard on the Grade 5 TAKS Reading and Mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take state alternative assessments.

### **SUPPLIES**

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

### **STAAR INFORMATION**

The Texas Assessment of Knowledge and Skills (TAKS) is the statewide testing program. It assesses the students' mastery of the Texas Essential Knowledge and Skills (TEKS) which is the state developed curriculum. TAKS has been developed to reflect good instructional practice and accurately measure student learning. Please consider the following dates when appointments are made:

<b>March 27, 2012 - STAAR Grade 4 Writing, Day 1</b>	<b>March 26, 2012 - STAAR Grade 5 Math</b>
<b>March 28, 2012 - STAAR Grade 4 Writing, Day 2</b>	<b>March 27, 2012 - STAAR Grade 5 Reading</b>
<b>April 24, 2012 - STAAR Grade 4 Math</b>	<b>April 26, 2012 - STAAR Grade 5 Science</b>
<b>April 25, 2012 - STAAR Grade 4 Reading</b>	

### **TARDY POLICY**

Friendswood ISD regards punctuality as an essential part to the successful operation of a learning program. Excused tardies will be for personal illness, physician or dental appointment, or hazardous road conditions (high water, icy roads). When a student is tardy, he/she should bring a note of explanation. **Disciplinary action (after school detention) will be incurred on the fourth (4<sup>th</sup>) unexcused tardy and every tardy thereafter until the end of each semester.**

### **TELEPHONE MESSAGES**

Students are not permitted to use classroom telephones. Students will be allowed to use the school phone for emergency purposes, lunch money, and to notify parents about tutorials. Students are not permitted to use cell phones during school hours. **Please do not call or text your child's cell phone during the school day.**

### **TEXTBOOKS**

Textbooks are furnished by the state and are issued at the beginning of the year. Students are responsible for keeping book covers on textbooks at all times. Students must pay for damaged or lost books.

### **TUTORING**

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

## **UNAUTHORIZED ITEMS**

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

## **VISITORS ON CAMPUS**

Visitors are welcome. Upon entering the school, a visitor must present his/her driver's license to the front office and obtain a visitor's badge before continuing to other locations in the school building. Visitors are screened by V-Soft RSO software. Details about this process are included in this handbook.

## **WHITE/BLUE DAY SCHEDULE**

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

## **WELLNESS**

Students will need to wear appropriate clothes and athletic tennis shoes for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must take a written excuse to the nurse's clinic before school. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation.

The Fitness Gram physical fitness assessment will be offered to all 4<sup>th</sup> and 5<sup>th</sup> graders in Fisd. It is an assessment designed to establish a baseline of a healthy fitness zone from which students can set goals and check their progress (non-competitive) to plan for lifelong physical activity and to maintain and improve their fitness level. Health related fitness assessment measures student's aerobic capacity, muscular strength/endurance, flexibility and body composition. A copy of the fitness gram will be sent home to the parents. Fisd remains diligent in adhering to all federal and state Physical Education requirements.

## **Bacterial Meningitis Information**

### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

**How serious is bacterial meningitis?**

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

**How is bacterial meningitis spread?**

Fortunately, none of the bacterial that causes meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers and utensils). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

**How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, or toothbrushes. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

**For more information**

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

## **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or 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.

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.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## 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.

**Friendswood Independent School District**  
***Bales Intermediate***  
Student/School/Parent Compact 2011-2012

**No Child Left Behind Act of 2001**

This compact was developed jointly with parents, including parents of participating Title I students, and explains how parents, school staff, and students will share responsibility for each student's academic success.

**Student Agreement**

It is important that I work to the best of my ability; therefore I shall strive to do the following:

- Attend school regularly
- Come to school each day with pens, pencils, paper, and other necessary tools for learning
- Complete and return homework assignments
- Read at least 15 minutes each day
- Treat others with respect and kindness
- Work and play safely
- Respect the diversity, personal space, and property of others

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Student's Signature

**School Agreement**

(Teacher, Support Staff, Administrators)

It is important that students achieve; therefore we shall strive to do the following:

- Provide a safe and caring learning environment where your child will begin to be responsible for his/her own behavior and learning
- Keep parents informed of student's learning expectations, progress, assessment results, and upcoming projects/events
- Schedule parent/teacher conferences to accommodate parent's schedules
- Support and attend school functions
- Provide techniques and suggestions for helping your child at home
- each to accommodate learning styles and assure each student's success
- -Value parent input and provide an environment that allows for positive communication between the teacher, parent, and student
- Provide challenging, valuable learning opportunities based on required curriculum, using techniques/activities that reflect current best teaching practice

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Teacher's /Staff Signature

**Parent Agreement**

I want my child to achieve: therefore I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support that school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Supervise the completion of student homework and home projects
- Provide a quiet, well lighted place for study
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning by communicating with teacher/attending conferences
- Obtain a library card for my child
- Read with my child and let my child see me read
- Support and attend school functions
- Volunteer to help in class/school/PTO

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Parent/Guardian's Signature