

STUDENT & PARENT HANDBOOK 2010-2011

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

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

www.fisd12.net/ws

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Home Phone _____

Parent Work #(s) _____

Parent Cell #(s) _____

Emergency Contact/Phone # _____

Homeroom Teacher _____ Homeroom No. _____

WELCOME

Dear Students:

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

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

Nelda Guerra
Principal

These people are here to help you:

Principal	Mrs. Guerra
Assistant Principal	Mrs. Lane
Counselor	Mrs. Johnstone
Librarian	Mrs. Brisbay
Nurse	Mrs. Sheets
Secretary	Mrs. Williams
Registrar	Mrs. Dingell
Receptionist	Mrs. Engle
Cafeteria	Mrs. Bayus

SCHOOL TIMES AND BUILDING ACCESS HOURS:

Our school hours are 8:15 AM until 3:15 PM. The tardy bell will ring at 8:20 AM each day. Students may have access to the building from 7:30 AM until 4:00 PM each day unless they are in a supervised special program.

GENERAL INFORMATION:

ATTENDANCE POLICY

Official attendance is taken each day. Official attendance figures affect state funding for our school. Please schedule medical appointments (when possible) so that your student is in school for the entire day. Students **must bring a note after each absence** in order to obtain a classroom admittance slip to class. **A note from a parent or guardian must be presented to the office within 3 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 be in attendance 90% of the school year to be promoted. Students absent from school more than 18 days will have to apply for credit from the School Attendance Committee. Please refer to Section **Student Sign Out** for additional information. Also, see absence information in 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.

Part of day absences should be documented by a note containing the reason for the absence, time of day arriving or leaving, and the date of the absence. Parents are expected to bring a note when they bring a student late or pick him/her up early. If a note is not presented, a form requiring a documented reason for absence will be required at the campus. This attendance documentation will be kept in the V-Soft System and in hard copy by the campus designee. If an unaccompanied student arrives without a note, a note must be presented within 3 days or it will not be accepted as excused unless allowed by the principal.

Excused Absences: Absences documented as excused include:

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

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

Unexcused Absences: Absences documented as unexcused include but are not limited to:

- 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 semester: No action Taken
- 4th Unexcused Part of Day Absence in a semester: 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 semester.
- On the 15th Part of Day Absence in a School Year: Truancy charges may be filed.

BACKPACKS

Due to the lack of storage space, backpacks must be standard size. Additional attachments such as key chains are not allowed on the backpacks. Duffel bags 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, students must walk their bikes while on campus and are not permitted to cut through the parking lot. **Students should wear a helmet.**

BUS TRANSPORTATION

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

CAFETERIA

A regular lunch tray and a snack bar of nutritious snacks will be available. Lunch money accounts can be paid in advance. Please put your child's and child's teacher's name on the check. **No charges will be allowed after May 1 of the current school year.** A menu will be sent home monthly. Adult lunches are also available for purchase. Parents may create an account for their child by accessing the link (www.mynutrikids.com) found under food services (under parent link) on the FISD website. Our school participates in the federal child Nutrition Program which provides free and reduced price lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program, please contact the Director of Food Services at 281.482.1267. **Note: Due to state law, parents are only allowed to send and/or bring food for their own child.**

CELL PHONES & ELECTRONIC DEVICES

All cell phones must be **turned off and remain in student backpacks** during school hours. Please refer to the district cell phone policy located in the Student Code of Conduct. **All other electronic devices are not permitted on school grounds.**

CLINIC PROCEDURES

Medications

All medications which need to be given during school hours must be brought to the clinic in the original container and be FDA approved. A signed “Parent Request for Administering Medication” form must accompany the medication. Eyedrops of any kind must be administered in the nurse’s office. The forms are available on the campus website, in the nurse’s office, or on page 19 of this handbook. Parent notes will be accepted for those families who do not have access to a computer.

Illness or Injuries

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 MUST NOT COME TO SCHOOL IF THEY ARE SICK. 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 restriction longer than 3 days.

COMMON AREAS

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

Rules in Common Areas:

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

Hallways warning slips will be issued for violations. Two warning slips will result in an office referral and detention.

COUNSELOR

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

CONDUCT AND DISCIPLINE

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

CREDIT BY EXAM

A student may be given credit for an academic subject in which he or she has 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

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

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, makeup, or hair styles will not be permitted on school property. This includes words, numbers, or pictures shaved into the hair. 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 or pants with holes or sections which reveal skin
5. Tank tops with less than a 3 finger width, muscle shirts, or clothing resulting in a bare midriff
6. Oversized ("sagging") pants not belted at the waist
7. Skate shoes/shoes with rollers

Shoes must be worn at all times. Appropriate footwear must be worn for Wellness Class. 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 AND 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 offers to any other student 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. Students are also prohibited from carrying prescription or non- prescription medications as these are to be checked in and dispensed through the clinic. 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 removal to an alternative education setting. 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

Lock down: Public Address

Shelter in Place: Public Address

Return: "Windsong, all is clear" on P.A.

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

GRADING SYSTEM

The following grading scale is used:

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

Grade levels establish their grading standards, including late work and make-up policy, which will be communicated with parents at the beginning of the year, and 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.

GUM CHEWING

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

LIBRARY

The school library is open to students from 8:30-3:10. Students must have a pass from a teacher in order to use the library. Books may be checked out for two weeks. Encyclopedias and reference books may be checked out overnight. A fine of five cents per day (25 cents per day for reference items) is charged for overdue items. Payment must be made for lost or damaged materials.

LOST AND FOUND

Students should check the cafeteria for lost items. Students are expected to return found items to a staff member.

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).

Students who leave materials at school may return after school to their classrooms only until the time considered the end of the teachers' work day (3:55 PM).

PARKING LOTS/DRIVEWAYS/STREET

All car riders must be dropped off and picked up at the side of the building by the cafeteria. Students are not allowed to walk across the driveway areas of the parking lot or the designated crosswalk area, unless escorted by a parent, guardian, or teacher. Parents should not drop off students in the bus lane in the front of the building. Students should also not cross FM 528 (West Parkwood) on foot, bicycles, or skateboards. Students who violate these rules will be issued a warning slip for the first offense. Parents will be contacted upon further violations.

PTO

Membership in the PTO (Parent Teacher Organization) is open to any parent who has a child attending our intermediate schools and to any faculty and staff member. Membership dues are five dollars (\$5.00) per family.

PESTICIDES

It is the policy of F.I.S.D. to occasionally spray for pest control. For information concerning scheduling and chemicals involved, please contact Reuben Garza, FISS Maintenance Department, at 281-482-2744.

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. 5th grade students must also meet the Student Success Initiative guidelines. Placement in the next grade is based on the administration's assessment of the best interest of the student.

RECESS

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

REPORT CARDS AND 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 for students in danger of failing. A student is expected to take report cards and progress reports home and have them signed by a parent or guardian, not as evidence of approval, but as evidence of parental acknowledgment. The signed reports should be returned to the designated teacher no later than three days after they were issued. Final report cards for the school year are sent home with students.

REQUEST FOR ASSIGNMENTS

When a student is ill for two or more days or will be out for two or more days, a request for assignments may be made. Please call the office early in the morning of the second day to make the request and plan to pick up the assignments between 3:15 and 3:45 p.m. Students are responsible for completing assignments in a timely fashion. Students have as many days to make-up work as they are absent. The maximum make-up time allowed is five days. **Students who are absent are responsible for requesting missing assignments.**

RESIDENCY

Students must be residents of Friendswood ISD in order to attend FISS schools. Proof of residency must be provided to the campus registrar at the time of registration. Proof includes a current utility bill or lease agreement with name of parent/guardian and physical address. 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. Refer to Board Policy FD (Legal) and FD (Local) for residency questions.

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, rapidly dropping temperatures which can cause freezing rain and hazardous road conditions or flooding, makes 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 KTRX (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. You may also access the **FISD web site** as listed on the front cover.

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 can be reached at 281-482-1267. 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 discipline management plan.

SOCIAL BEHAVIOR

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

SPECIAL PROGRAMS

BILINGUAL EDUCATION/ESL

FISD 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 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. Appropriate instructional accommodations may be made within the regular classroom program. A variety of instructional materials representing various languages and cultures are available for use by the classroom teacher, ESL teacher, parent, and/or student.

DYSLEXIA SERVICES

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

GIFTED AND TALENTED

Students are screened yearly (February) 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. Teachers, administrators, counselors, and parents may nominate students for these screenings. 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.

A student may be eligible for services through 504 if the student has or has had a record of physical or mental impairments which substantially limit a major life activity. The purpose of 504 is to prohibit discrimination and to ensure educational opportunities and benefits for disabled students equal to those provided non-disabled students. 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 under the child’s legal surname as shown on the birth certificate, or other recognized document to prove the child’s identity, or as shown in a court order changing the child’s name.

STUDENT SIGN-OUT

If a student plans to leave during the school day, he/she should bring a note from a parent/guardian to the teacher at the beginning of the day. Parents must come into the building and sign out the student. The office staff will then call for the student to come up to the front. Please allow for this extra time when picking up your child for an appointment. **Students will not be called to the front before the parent arrives**, in order to maximize the student’s learning time. When the student returns to school, he/she must sign in at the attendance office and show confirmation from the dentist or doctor. Students should only be checked out during the school day for authorized purposes. **Check outs for lunch are not allowed.** Appointments should be scheduled so a student can be in attendance during the entire school day, if at all possible.

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 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take 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.

SUPPLIES

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

TAKS INFORMATION

The Texas Assessment of Knowledge and Skills (TAKS) is the state wide testing program. It assesses 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 making doctor and dentist appointments:

March 1, 2011	TAKS Grade 4 Writing	April 26, 2011	TAKS Grades 4 Math
April 4, 2011	TAKS Grade 5 Math	April 27, 2011	TAKS Grade 4 Reading
April 5, 2011	TAKS Grade 5 Reading	April 28, 2011	TAKS Grade 5 Science

TARDY POLICY

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

TECHNOLOGY LAB

The technology lab is open between 8:30 and 3:10 for independent workers. The lab is also open before school beginning at 7:45 AM on all days except Wednesday. On Wednesdays, the lab is open after school until 3:45 PM. Students must have a written technology pass to come in and work during these times. The technology teacher must also be present. All students must have a signed Acceptable Usage Policy on file to use computers and the network at Windsong.

TELEPHONE MESSAGES

Students are not permitted to use classroom telephones. Students will be allowed to use the school phone located in the main office for emergency purposes, glasses, lunch money, or notifying parents about tutorials.

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 his or her students. Students requiring extra assistance should attend these tutorial sessions. If tutorials are before school, a tutorial pass written by the teacher must be in the student's organizer. Transportation to and from tutorials is the responsibility of the student and parent.

UNAUTHORIZED ITEMS

Students are not permitted to possess unauthorized items at or on the school campus. Unauthorized items include, but are not limited to: weapons of any kind, knives (including pocket knives and kitchen knives), fireworks, chemicals, lighters, laser pointers, and matches. **Skate boards are prohibited.** Other items which are valuable and/or potentially noisy or disruptive, such as electronic games, I-PODs, MP3 players, cameras, and CD players, are not permitted. These items will be confiscated, and appropriate disciplinary action will be taken. Please do not have any balloons or flowers delivered to the school. These items disrupt the learning environment. **Also, please refrain from bringing food and/or drinks into the common areas before school.**

VISITORS ON CAMPUS

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

WHITE/BLUE DAY SCHEDULE

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

ART

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

MUSIC

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

WELLNESS

Students will need to wear appropriate shoes and clothing for safe and comfortable participation in Wellness class. If a student is sick or injured, he/she must take a written excuse to the nurse's clinic before school. If physically able, students will have the option to participate in Wellness activities on a limited basis or do written assignments for class participation. The Fitness Gram physical fitness assessment will be offered to all 4th, 5th, and 6th graders in FISD. It is an assessment designed to establish a baseline of a healthy fitness zone from which students can set goals and check their progress (non-competitive) to plan for lifelong physical activity and to maintain and improve their fitness level. Health-related fitness assessment measures student's aerobic capacity, muscular strength/endurance, flexibility and body composition. A copy of the Fitness Gram will be sent home to the parents. FISD remains diligent in adhering to all state/federal P.E. requirements.

REQUIRED LEGAL NOTICES

The Friendswood School District is an equal opportunity employer and offers equal education opportunities, as requested by Title IV of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Any questions or concerns about the district's compliance with these programs should be brought to the attention of the district's Assistant Superintendent of Administration at 281.482.1267.

The Friendswood Independent School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or handicapping condition in the employment, assignment, and promotion of personnel nor in the admission of students to any educational program or activity, except as may be authorized by law or regulations. The Friendswood Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Note:

The contents of this handbook are not contractual and do not give rise to a claim of breach of contract against Friendswood ISD. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or as may be amended in the future.

ASBESTOS STATEMENT

A copy of the Asbestos Management Plan for FISD is available in the principal's office and also available through Reuben Garza, FISD maintenance department, at 281-482-2744.

**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
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 of 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 students 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 police 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.

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

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.

**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: Karen Deshotel, Executive Director of Special Education

Phone Number: 281-482-0687

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.

Friendswood I.S.D. Health Services
Parent Request for Administering Medication

Date: _____ Student Grade: _____ Allergies: _____

I request Friendswood I.S.D. personnel to give my child _____
the following medication: _____.

Dose: _____ Time: _____

Reason: _____ Dates to give medication: _____

For prescription medication:

of pills sent in by parent/guardian: _____ **# of pills received by school personnel:** _____

Received by: _____ Witness: _____

I understand that:

- The medication is to be furnished by me and brought to the clinic in the original container labeled with the child's name, name of medication and directions for the time and dosage. Physician's name must be on prescription medication.
- **All over the counter medication must be age appropriate for children who are under the age of 12. ie: Children's Ibuprofen or Tylenol Jr. Strength.**
- If at all possible, medication will be delivered and picked up by an adult.
- If there are questions regarding the medication, the prescribing physician will be contacted for diagnosis and clarification. Parents will be notified and informed about the communication with the physician.
- The school nurse has the right to inform my child's educators on a need to know basis that my child is on this medication unless notified otherwise in writing.
- Medication may not be given at the exact time requested due to class scheduling.
- Students are responsible to come to the clinic and get their own medication at the appropriate time.
- Medication remaining at the end of the school year shall be sent home. Any medication not claimed shall be discarded as recommended by appropriate guidelines.
- Parent or Guardian acknowledges and consents to all of the above.

Signature of Parent or Guardian

Parent or Guardian Daytime Phone Number

Note: If the medication you request school personnel to administer is deemed excessive or otherwise potentially harmful to the student, medication will not be given and you will be notified of this decision. Injectable medication such as insulin and treatment for allergic reactions will be given only with a physician's written order.

Revised 5-12-2009

*******Form available for download at Windsong website!**