

Southwest Schools Bissonnet Elementary



**Parent-Student Handbook
2016-2017**

General Campus Information

Who to contact at our Campus

Pamela Sailors – School Principal	713.988.5839 ext. 104
Martha Daza – Assistant Principal	713.988.5839 ext. 103
Wendy Gomez – School Secretary	713.988.5839 ext. 105
Gricelda Perez – Registrar	713.988.5839 ext. 102
Stefany Chavez – Receptionist	713.988.5839 ext. 100

School Hours

Monday – Thursday 7:50 am – 3:25 pm

Friday – 7:50 am – 12:30 pm

Students should NOT be left unattended outside school before school hours.

Front Office Hours

Monday – Friday 7:30 am – 4:00 pm

Attendance Policies and Procedures

State law requires that students be in attendance 90% of the school year in order to be promoted at the end of the year.

If your child is absent, please write a note explaining the reason for the absence. You, as parent will have 5 days after your child returns to school to provide a written excuse. This is an example:

Mrs. Teacher,

Please excuse my child, Jon Doe for missing school on 8/26/2015 because he had a fever (Or a sore throat, upset stomach, etc.). Please contact me if you have further questions.

Mom, cell 713.000.0000

Please note: All absences are counted. If you send a note, the absence will be ‘Excused’. If you do not send a note the absence is ‘Unexcused’.

Tardy Arrivals: If a child arrives at school past 7:50 the parent **MUST** accompany the student to the front desk and sign the log acknowledging the tardy arrival. Parents may not accompany students to their classroom. The student will be given a 'tardy slip' which must be given to the teacher when the child enters the classroom. Frequent late arrivals interrupt classroom instruction and create a difficult transition for the tardy student. Recurrent violators will be called for a conference with an administrator.

Early Departures: Regular school attendance is required by State Law. Parents may **only** check their child out early from school if there is a family emergency, if the student is ill, or if the student has a medical appointment that could not be scheduled during non-school hours. Students may not be withdrawn early for other reasons. (I.e. The parent needs to go to work; the family is leaving on vacation.)

Dismissal Due to Illness or Injury: School personnel will contact parents to pick up any student who has suffered a possibly serious injury, has an elevated temperature or who is experiencing vomiting or diarrhea. Students will be permitted back to school after all symptoms have cleared for at least twenty-four (24) hours. If parents cannot be contacted, a relative or emergency contact person listed on the enrollment card will be called and asked to pick up the child.

Southwest Elementary School and/or Southwest District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury (including transportation costs).

Dress Code/Accessories/Hair

Students at Southwest Schools are expected to come to school each day clean and neatly dressed. School uniforms will be worn **every** day without exception.

Shirts: Navy blue or red polo shirts with collars and sleeves. No other designs or slogans are permitted. Spirit shirts may be worn on Fridays only. Shirts must be tucked in at all times.

Bottoms: Pants, skirts, jumpers, Bermuda-length shorts and skirts (culottes) in either navy blue or khaki. Leggings or extremely tight pants may not be worn. Jeans are allowed **only** on Fridays with a school spirit shirt.

Jackets/Sweaters: Only plain navy blue or red jackets or sweaters may be worn **in class**. Any appropriate cold-weather clothing may be worn when students are outside. Jackets and sweaters must be clearly marked with the student's name. The school **will not** be responsible for any lost jacket or sweater.

Shoes: Tennis shoes are preferred. We do not allow open toed shoes or heels as these pose a safety hazard.

Hair: Must be clean and worn out of the eyes. Hair coloring and shaved designs in the hair are not allowed for either boys or girls.

Make-up, Nail Polish or Artificial Nails: May not be worn to school.

Jewelry: Jewelry and other valuables should not be brought to school. The school is not responsible for lost, stolen or damaged items. For safety and health reasons, dangling earrings are not allowed. Jewelry that becomes distracting to the learning environment will be confiscated until the end of the school day.

The school principal will make the final determination regarding appropriate student appearance.

Other Procedures

Toys and Other Valuables: Toys, cameras, portable tape/CD/DVD players, video games, jewelry, and other personal items should not be brought to the school. The school is not responsible for these items. If toys are found, teachers will confiscate them and return the items to parents ONLY.

Responsibility for Library Books: Parents are responsible for ensuring the proper care and return of the school library books. The parent must pay to replace books that are lost or damaged when checked out to his child. If the parent is unwilling to accept this responsibility he must inform the teacher in writing that his child is not allowed to check out library books.

Payment for Meals: Parents must remain current in paying for their children's meals. The school cannot continue to provide lunch to students who have an outstanding balance of \$10 or more.

Sales/exchanges in School: Students may NOT sell and/or buy/exchange any items (including clothing) to and/or from other students in school.

Cell Phones and Other Electronic Devices: All calls home during the instructional day will be made by school staff. Students will not be allowed to use the school phone unless they are given permission by an administrator. Children will not be called to the school office to receive calls from parents. Emergency messages will be delivered by the school's secretary or a school administrator. If the parent allows a student to bring a cell phone to school it must be silenced and kept in the student's backpack at all times during the school day. Students may not text or make calls while on campus. If a staff member sees the phone, it will be confiscated, and will be returned to the parent only.

Birthday Celebrations: Store-bought cupcakes or cookies may be served in the cafeteria during the last 10 minutes of your child's lunch period to celebrate his/her birthday. Please do not bring a cake or other items that need to be cut and served since the teachers will be unavailable to assist at this time. Please provide sufficient servings to accommodate all children in the class.

Grading System: Southwest Elementary School's grading system is as follows:

Kindergarten: students may receive one of the following marks:

- + Exceeds Expectations
- ✓ Meets Expectations
- Improvement Needed

Grades 1 – 5: students receive grades as follows:

<u>Academic Subjects</u>	<u>Conduct and Ancillary Classes</u>
A____90 – 100 (Excellent)	E____Excellent
B____80-89 (Good; Above Average)	S____Satisfactory
C____75-79 (Satisfactory; Average)	N____Needs to Improve
D____70-74 (Poor; Below Average)	U____Unsatisfactory
F____0-69 (Failing; Unsatisfactory)	

Report cards are sent home every six weeks. Please see the school calendar for specific dates.

Parent Conferences: Students or parents who have questions or a concern should first address the problem with the teacher. If the outcome of that discussion is not satisfactory, they may request a conference with the teacher and an administrator. Parents wishing to set up a conference with a teacher may do so by contacting the school. Parent/teacher conferences can only be held before or after school or during the teacher's planning period.

Health and Wellness

Special Diets/Allergies: Parents/Guardians of students who require special diets for medical reasons (allergies, etc.) must report the special dietary requirement to school personnel. Special diet requests must be provided **in writing**, and must provide verification from a doctor specifying the allergy and necessary modifications in the diet. Although we try to accommodate when possible, the school cannot guarantee the ability to adapt meals to all special dietary requests. A lunch calendar will be sent home monthly so parents can monitor the menus; however they should be warned that on some occasions menus change unexpectedly.

Medication at School: The school MAY NOT furnish medication of any kind. Prescription medication can **only** be administered by an administrator or his/her designee. The '**Medication Administration Form**' must be completed and signed by the parent/guardian **AND** the physician. State law forbids school personnel from administering medication to a student unless it is prescription medication and in its original container. A form filled out by the physician is required for any change in dosage or administration schedule. Over the counter medications should be administered by the parent/guardian before and/or after school, and cannot be sent with the student for self-administration.

Head Lice: The appearance of head lice is an unfortunately common event in almost all elementary schools. We recommend that parents periodically check their children's heads and inform the school if they find head lice. Parents must take immediate action to eliminate head lice. Students with head lice may not return to school until they have been examined by school personnel and found to be free of lice **and** nits. The school will excuse only one day's absence for this process.

Safety and Security

Changes in End-of-Day Transportation: A change in transportation can be made **only** by the parent. The parent must send a written note or call the school and inform office staff about any change no later than 2:00 pm. For example, if your child usually rides the bus, please don't tell him to go home with his cousin on a particular day. Write a note. Without parent authorization, we will insist that your child ride the bus as usual.

Release of Students: During the school day a student will be released to the parent **only** unless the office has been previously notified that another person will be picking up the student. A student will be released to either parent (mother or father) as named on the child's birth certificate unless notarized court documents are filed in the student's permanent record indicating that one parent has sole custody. If in doubt, the school Site Administrator or his/her designee reserves the right to detain the parent/guardian and contact the Houston Police Department to resolve any conflict. If a

parent wishes for a sibling under age 16 to pick up a student at any time, the parent must inform the school in writing.

Under no circumstances will your child be released to an individual who does not have the carpool tag and is not listed on your Pick-Up Authorization Form. If an emergency arises and you must send an unlisted person to pick up your child the parent absolutely ***MUST*** call the school to let us know about the change. Anyone picking up a student must have some form of picture identification.

Late Pick-Up: If a student has not been picked up in a reasonable amount time after dismissal, and if we are unable to contact the parent or other emergency numbers, the school will contact Child Protective Services to pick the student up. **Parents must be certain that the school has working phone numbers at all times. Send any changes to both the teacher and the front office.**

Visitors: All visitors to the campus will be required to provide a State-issued ID which will be subject to criminal screening using the Raptor system. A person with a clear screening will be issued a visitor pass. Visitors/volunteers discovered to not be in possession of an appropriate visitor pass will not be allowed to remain on campus without clearance.

Rights of Parents and Students

Family Educational Rights and Privacy Act. 20 U.S.C. Sec 1232g

Federal and state laws safeguard student records from unauthorized inspection or use, and provide parents and “eligible” students certain rights. An “eligible” student is a student who is 18 or older OR who is attending an institution of postsecondary education.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Southwest District to disclose directory information from your child’s education records without prior written consent, you must notify the district in writing by, Friday, September 2, 2016. Southwest District has designated the following information as directory information: student’s name, address, date of enrollment, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institutional attended, and participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

Parental Rights

Parents have the following rights:

- To inspect all instructional materials, textbooks, and other teaching aids used in your child’s classroom
- To have access to all written records of a school district concerning your child
- To request information regarding the professional qualifications of your child’s teachers
- To inspect a survey created by a third party before the survey is administered or distributed to your child
- To grant or deny any written request from the district to make a videotape or voice recording of their child. State law, however, permits the school to make a videotape or voice recording or a photograph without parental permission when it is used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or when it relates to media coverage.

- 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 state flag. The request must be submitted in writing. The State law does not allow your child to be excused from participation in the required moment of silence of silent activity that follows the pledge.

Student Confidentiality

Southwest School complies with federal and state regulations related to the right of students, parents or adult students, i.e. those students who are 18 years of age or older, to access, inspect, and review the confidential school records of the student. Southwest School complies with the Family Educational Rights and Privacy Act of 1974, {34 CFR part 99}, and other related statutes, 34 CFR 300 127; 34 CFR 300 560-300 575; TEC 26.004; 19 TAC 89.1050, which protect the confidentiality of students' records at their collection, storage, disclosure, and destruction stages.

Student Religious Expression in Classroom Assignments

Students may express their beliefs about religion in their school assignments to the same extent that non-religious expression is allowed. Assignments will be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical criteria identified by the school.

Student Right to Pray

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Pledges of Allegiance and Moment of Silence

Texas law requires that schools recite the Pledge of Allegiance to the United States Flag, the pledge of Allegiance to the Texas Flag, and to observe a moment of silence/reflection; if a parent wishes for their child not to participate during this moment they must provide a written request to school.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

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 academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the District. The District is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school in a companion document A Guide to the Admission, Review, and Dismissal Process. The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Paul Kandola, Director of Special Education, at 713-784-6345.

****Please sign and return to school****



RECEIPT OF PARENT/STUDENT HANDBOOK

This handbook has been written to help the student and parent/guardian have a good understanding of school procedures. It is important for the student and parent/guardian to read and discuss the contents of the handbook.

Each student is expected to follow the rules and regulations outlined in the handbook. Student and parent/guardian cooperation should help the student be more successful at school.

Your signature acknowledges that you have received a copy of the 2016-2017 handbook and have read and discussed its contents.

Please mark the appropriate box, and sign next to the statement.

I have read and understand the rules and regulations outlined by the school, and I commit to ensure my child exhibits appropriate behaviors aligned with the school's expectations.

Parent name: _____

Parent signature: _____ Date: _____

I have read with my parents the rules and regulations outlined by the school, and I commit to be compliant with the school norms.

Student name: _____

Student signature: _____ Date: _____